DOCUMENT RESUME

ED 063 661 EA 004 342

TITLE	Student Rights and Responsibilities. A Handbook for Elementary Schools and Junior and Senior High Schools.
INSTITUTION	Los Angeles City Schools, Calif.
PUB DATE	72
NOTE	77p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Court Cases; *Discipline Policy; Dress Codes; Educational Legislation; *Freedom of Speech; Guidelines; School Newspapers; Student Organizations; *Student Rights; *Student School Relationship; Teacher Evaluation
IDENTIFIERS	*Student Responsibilities

ABSTRACT

This handbook suggests for students the greatest amount of freedom allowable under law that is commensurate with adult responsibility for student health, safety, and welfare. The text presents a broad spectrum of student rights and responsibilities as well as questions that are often raised by student groups. An essential aspect of these guidelines encompasses the concept that student rights entail the acceptance of self-discipline and responsibility. An appendix contains the Constitution of the United States, the California Education Code, and the California Administrative Code. (Author/JF)

ED 063661

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

STUDENT RIGHTS AND RESPONSIBILITIES

A HANDBOOK FOR ELEMENTARY SCHOOLS AND JUNIOR AND SENIOR HIGH SCHOOLS

EA 004 342

LOS ANGELES CITY SCHOOLS
Office of the Superintendent
1972 Edition

TO STUDENTS AND STAFF MEMBERS

Today, as never before, dynamic forces at work in our society are causing great changes in our culture and style of living. These forces signify a period of continual change in education during the decade that is now upon us.

Foremost among these changes is the change in our youth, in their maturity, and in their desire to accept new responsibilities in seeking positive solutions to the problems surrounding us. Responsible adults–including parents, teachers, and other school personnel–must give a high priority to understanding the concerns of students and the eternal striving of the young to seek a better society.

To mature young people, this handbook presents a challenge to accept their new rights and their attendant responsibilities. In this document, the Student Rights and Responsibilities Committee offers a philosophy that will provide for pupils and students a wide latitude for expression of rights in a responsible manner. The committee suggests, and I concur, that our young people receive the greatest amount of freedom allowable under law commensurate with adult responsibility for their health, safety, and welfare.

These guidelines contain some significantly new approaches to student conduct and will be instituted for an indefinite period, subject to such changes and modifications as may be necessary, in order to evaluate their success in the light of the needs and interests of the students and the schools.

We sincerely hope it is in this spirit that students, teachers, and administrators will use this handbook on *Student Rights and Responsibilities.*

WILLIAM J. JOHNSTON
Superintendent of Schools

ACKNOWLEDGMENTS

Grateful appreciation is extended to Dr. Robert E. Kelly, former Superintendent of Schools, for his initiative and insight in catalyzing the development of an up-to-date, comprehensive set of guidelines in the area of student rights and responsibilities. His strong personal interest in and understanding of the growing concerns of young people contributed in large measure to the production of this handbook.

During the development of this handbook, student representatives, teachers, and administrators from elementary schools and junior and senior high schools were consulted for opinions and reactions to the formulation of the statement of student rights and responsibilities. Parent-Teacher Associations and other community groups and individuals were also asked to react and to make further contributions.

Upon completion of the first draft, a presentation was made to a joint meeting of the Educational Development and Law and Rules Committees of the Los Angeles City Board of Education. At that time and subsequently, additional suggestions have been received and studied.

A second draft was distributed to schools, and the Committee again reviewed all of the new suggestions and criticisms and made further changes in the preparation of a third draft.

For the outstanding performance of a most difficult task, I wish to convey particular appreciation to the following members of the Superintendent's Committee on Student Rights and Responsibilities:

* Dr. Gjertrud Smith, Chairman (1970), Principal, Chatsworth High School
Mr. Murray Shapiro, Chairman (1971), Teacher, El Camino Real High School
Mr. Daniel W. Austin, Principal, Foshay Junior High School
Mrs. Stella Cable, Coordinator, Psychological Services, Special Education
Mr. Rudy Chavez, Teacher, Roosevelt High School
Mr. Albert Cooper, Teacher, Compton Avenue School
Mr. Donald Dear, Teacher, White Junior High School (City Councilman, Gardena)
Miss Joyce Draper, Teacher, Millikan Junior High School
Dr. George Edmiston, Principal, Curtiss Junior High School
\+ Mr. Hugh Foley, Principal, Hollywood High School
Mr. Rhiner Jensen, Teacher, Webster Junior High School
Dr. Donald Kincaid, Director, Pupil Services and Guidance Branch Services
Mr. Owen Knox, Administrative Coordinator, Area K
\+ Dr. Dorothy Lyons, Coordinator, District Health Services
Mr. Paul McBride, Teacher, Apperson Street School
\+ Mr. Isaac McClelland, Assistant Superintendent, Instruction
Mrs. Floy McCorkle, Coordinator, West Area Service Center
Mr. James May, Teacher, 122nd Street School
Mr. Cecil Nunn, Director, Special Personnel and Retirement Services Branch
* Dr. Harriett Randall, Administrator, Health and Medical Services
\- Mr. Arnold Rodriguez, Admin. Coord., Student Adjustments, Admin. Zone B
Mr. John Ryland, Principal, 118th Street School
Miss Muriel Sheldon, Coordinator, Secondary Counseling and Psychological Services
Miss Erma Lou Thompson, Vice Principal, Stevenson Junior High School
Mrs. Mary Lou Peterson, Secretary to the Committee

*Members retired after 1970
-Members on leave after 1970
+Members added, 1971

The assistance of the following resource personnel is acknowledged with many thanks:

Mrs. Mildred Naslund, Assistant Superintendent, Area A
Dr. Robert Purdy, Associate Deputy Superintendent
Mr. Jerry Halverson, Legal Adviser, Superintendent's Office
Mr. William Farmer, Administrative Coordinator, Division of Secondary Education (Retired)
Dr. Johns H. Harrington, Editorial Coordinator, District Publications
Mrs. Betty Tom Chu, Deputy County Counsel
Mr. Peter Molson, Publications Assistant, District Publications Unit
Mr. Albert J. Dunkel, Supervising Illustrator, Audio-Visual Section
Mr. John Kormalis, Senior Illustrator, Central City Occupational Center

The Superintendent also joins me in expressing admiration to Dr. Gjertrud Smith, Principal of Chatsworth High School, for her exceptionally effective leadership of the committee. Dr. Smith has now retired, but her personal contributions and the fine work of committee members shall be long remembered with appreciation.

J. GRAHAM SULLIVAN
Deputy Superintendent

CONTENTS

TO STUDENTS AND STAFF MEMBERS iii
ACKNOWLEDGMENTS iv
A TIME OF CHANGE viii
RATIONALE x
RIGHTS AND RESPONSIBILITIES 1
- Assent or Dissent 3
- Communication Facilities 4
- Curriculum and Other Advisory Committees 4
- Disciplinary Process 5
- Distribution of Materials Not Formally Approved by the District . . . 6
- Draft Information 6
- Evaluation of Teachers 7
- Forums 8
- Marking Practices 9
- Newspapers
  - School Newspapers 10
  - Off-Campus Newspapers 11
- Open Campus 11
- Outside Speakers 12
- Peace Officers on Campus 13
- Personal Appearance 14
- Petitions 15
- Pledge of Allegiance to the Flag 16
- Right of Privacy
  - Privacy of Person and Possessions on Campus 17
  - Release of Information About Students 18
- Selection of Teachers 19
- Smoking 20
- Student Government
  - Club Membership 21
  - Sponsors of School Clubs 21
  - Student Body Finances 22
  - Student Body Officers 22

APPENDIX 23
- Constitution of the United States 27
- California Education Code 28
- California Administrative Code, Title 5, Education 41
- Administrative Guide, Los Angeles Unified School District 43
- Personnel Guide, Los Angeles Unified School District 67
- Instructional Guide for Journalism 1 68
- Bulletin: Free Materials and Films for Pupil Use 69
- Court Cases 71

A TIME OF CHANGE

The fast-moving and critical era in which we live requires a reassessment of our goals and methods. Perhaps never before in our history has our youth been more aware of, more concerned about, and more eager to act on society's problems. To paraphrase Dickens, we know that these are "the best of times . . . the worst of times" . . . the times most likely to produce meaningful educational change.

Today's students feel deeply about such problems as war, pollution, racism, and the general polarization of society; consequently, they seek recognition of their rights and responsibilities in working toward solutions. It is in the public school that awareness of society's problems becomes focused so that practical training in democratic decision making may equip young people to meet constructively the challenges of their generation. The school community must give increasing emphasis to involvement, relevancy, creativity, and empathy.

It is the purpose of this handbook to suggest for our young people the greatest amount of freedom allowable under law and commensurate with adult responsibility for student health, safety, and welfare. The guidelines presented reflect the need for controlled experimentation in meeting the aspirations of youth for greater opportunities to serve themselves and society. Nowhere is it stated in the handbook, nor even implied, that the school should relinquish its authority and responsibility. At every school, the principal inevitably is charged with final responsibility, and therefore he retains the final authority. What is suggested is a reassessment by administration, faculty, parents, and students of philosophy, emphasis, and technique.

Students are responsible for conducting themselves in a manner which is conducive to learning in order that educational goals can be met. In a time when those citizens who are bearing the financial burden for public education are becoming less and less inclined to do so, it is the responsibility of students to take full advantage of their educational opportunities and to help conserve the facilities provided to them for succeeding school generations.

The trend today is to encourage proper conduct by providing students with proper opportunities to participate in decision making, thus helping them to develop a sense of responsibility. However, young people want and need limits. Guidelines are needed to help them during the transitional stages from extreme dependence through independence to inter-dependence. An essential part of the guidelines in this publication encompasses the concept that student rights entail the acceptance of self-discipline and responsibility.

Students at any grade level can only be receptive to learning if the school environment is infused with the principle of human dignity. Respect for individual opinions, abilities, and rights is essential. Respect is not an authoritarian concept; it must be earned, not demanded. Respect must be reciprocal if learning is to take place; it exists only in an atmosphere of freedom and understanding.

The degree to which students are concerned about the rights and responsibilities discussed in this handbook varies with their levels of maturity. It is imperative that young people be guided in understanding their rights and the rights of others by accepting their increasing responsibilities from the beginning of their school experience. Education in the democratic process should not be left to chance but should be an integral part of the learning experience at all levels.

> *"In the Constitution and in the Bill of Rights are enumerated the specific freedoms. Then there are a dozen other freedoms which are not a matter of specific law–such as freedom to choose our own callings, freedom to quit a job and seek another, freedom to buy or not to buy, freedom for each man to venture and to protect his success, always subject to the rights of his neighbors. In short, we have freedom of choice. And the product of our freedom is the stimulation of our energies, initiative, ingenuity and creative faculties."*
>
> –Herbert Hoover

RATIONALE

In writing this document, the Committee was faced with the necessity for developing a rationale. It consists of the following main points:

1. The basic role of the school is educational, not juridical. School resources are better expended in helping every pupil develop self-control and enthusiastic cooperation rather than in the exercise of punishment and application of external restraint. To this end, counseling and guidance become more important in terms of emphasis than do rules and their adjudication.

2. Guidelines should allow flexibility of application, be based on valid underlying principles, be applied with good judgment, be subject to rational application, and be educationally defensible.

3. Guidelines should be flexible enough to allow for differences in geography, culture, and varying levels of maturity characteristic of pupils and students in Kindergarten and Grades 1-12.

4. Guidelines should make no pretense to exist for all time but should be amenable to change as society and its problems change.

5. All items covered in these guidelines do not necessarily involve student "rights"; they are included because questions about these points are often raised by student groups and represent areas about which they are deeply concerned.

6. Young people are constantly testing to find the limits within which society and their elders expect them to operate. Youth not only want and need guidelines, but they also are entitled to know the reasons for them.

7. When a school district imposes a regulation affecting the rights and responsibilities of students, the following factors should be considered:

   a. The restraint imposed by the school district regulation must rationally relate to the enhancement of the schools' function.

   b. The benefit of the regulation must outweigh the consequent impairment of the students' rights.

   c. A regulation which restricts rights may not be imposed if there is an alternate which is less restrictive of these rights and will secure the same objective.[1]

[1] Based upon a legal interpretation in *Bagley* v. *Washington Township Hospital District.*

RIGHTS
AND
RESPONSIBILITIES

ASSENT OR DISSENT

> *"It is firmly settled that under the Constitution the public expression of ideas may not be prohibited merely because the ideas are themselves offensive to some of their hearers."*
>
> —Justice John M. Harlan
> *Street* v. *State of New York*

An imperative in the educative process is that full opportunity must be provided for students to inquire, to question, and to exchange ideas. They should not simply be allowed but encouraged to participate in discussions in which many points of view, including those which are controversial, are freely expressed. Students should be provided with avenues for the research of ideas and causes which interest them and should be allowed to express their opinions.

It shall be the responsibility of students, however, to express their opinions and to demonstrate their support for causes at times and in places which will not be disruptive of the school program and will not interfere with the rights of other students to pursue their studies and particular interests and to express their ideas. Students must recognize the right of others to express their opinions and the limitations imposed by rules of libel, slander, obscenity, and incitement to riot.

> *"Whatever is my right as a man, is also the right of another; and it becomes my duty to guarantee as well as to possess."*
>
> —Tom Paine

REFERENCE:
Administrative Guide, Los Angeles Unified School District, 2250, 2251a

COMMUNICATION FACILITIES

Representatives of school-sponsored student groups should have the right to communicate to the student body by means of the public address system, bulletin boards, printed announcements, and other means when such communications have been approved by the administrator, or by the person whom he has delegated to perform this responsibility. Such communications should be limited to those which are related to student government or school club matters. Communications should not be allowed for the purpose of editorializing concerning a particular point of view.

All those using school communication facilities have the responsibility to do so in the manner and spirit for which authorization was granted.

REFERENCES:
California Education Code, 10701
Administrative Guide, Los Angeles Unified School District, 1461, 2503

CURRICULUM AND OTHER ADVISORY COMMITTEES

It is advisable to include representatives of the student body in administrative, advisory, or curriculum conferences which pertain to matters of pupil concern. When in attendance at such meetings, students have the responsibility to involve themselves democratically in the committee process.

Students should also have the opportunity and the responsibility to enrich the classes in which they are enrolled through participation in planning, implementation, and evaluation.

> *This handbook suggests the need for controlled experimentation in meeting the aspirations of youth for greater opportunities to serve themselves and society . . . At every school, the principal inevitably is charged with final responsibility, and therefore he retains the final authority.*

REFERENCES:
California Education Code, 7502, 8002, 8502
California Administrative Code, Title 5, Education, 10,000
Administrative Guide, Los Angeles Unified School District, 2244, 2244.1

DISCIPLINARY PROCESS

It is the responsibility of students to exercise self-discipline in the classroom and on the campus so that the rights of all are respected and the efforts of all can be directed toward the stimulation of learning.

In the event of a student's violation of a school regulation, the administrator or teacher should take such immediate action as is appropriate. The role of the school is not juridical, but educational; however, the student has the right to be heard before a final judgment is made. In attempting to effect positive behavioral changes, the school will, when appropriate, rely on guidance procedures; and, to the fullest extent possible, resolve student difficulties within the school.

In the case of a more serious problem, opportunity should be provided for discussion among student, parents, and administrator aimed at solutions which should be educationally oriented to promote the personal growth of the student.

If it is proposed that a student be suspended, transferred to another school, or expelled, the student and parents have rights of notification and consultation. In addition, the District provides them with further avenues of appeal.

> *"Society cannot exist unless a controlling power upon will and appetite be placed somewhere; and the less of it there is within, the more there must be without."*
>
> —Edmund Burke

REFERENCES:

Amendment XIV, *United States Constitution*
California Education Code, 967, 10601, 10601.5, 10602, 10603, 10604, 10605, 10606, 10607, 10607.5, 10608, 10609, 10854
Administrative Guide, Los Angeles Unified School District, 2250, 2251a., b., 2258, 2259, 2260, 2260.1, 2265.5-8, 2267, 2280, 2282, 2282.1, 2283, 2283.1, 2285

DISTRIBUTION OF MATERIALS NOT FORMALLY APPROVED BY THE DISTRICT

The school must be protected from exploitation and disruption; therefore, it is necessary to set limitations on the distribution of materials not formally approved by the District. The time, place, duration, and manner of distributing materials to the general student body must have prior approval of the school principal.

It is recognized that some materials which are not adopted by the District may be of value to the instructional program. Students may bring materials to class which may be used at the professional discretion of the teacher in following the course of study.

It is the responsibility of the principal to establish the time, location, and conditions under which materials may be distributed in order to prevent disruption of the school program.

It is the further responsibility of the principal to deny circulation of materials which contain articles or statements which clearly create a danger of disruption of the orderly operation of the school or the commission of an unlawful act. Some examples of such articles would be those which

Express racial, ethnic, or religious prejudice or abuse an individual or a group.

Are obscene or pornographic to minors according to current legal definitions.

Incite students so as to clearly create a danger of disruption of the orderly operation of the school or a danger of the commission of an unlawful act.

REFERENCES:
California Education Code, 8051, 9011, 9014, 9031, 10611, 12556, 16701
Administration Guide, Los Angeles Unified School District, 1208.5, 1251[1], 1276
Div. of Inst. Plan. and Serv. Bull. No. Gen. 12

DRAFT INFORMATION

It is an important responsibility of the school to provide each student with information that will help him to make knowledgeable decisions about his future. To achieve this goal when it pertains to draft information, every effort should be made within the school to present complete and current information to all senior high students about those laws and regulations which relate to the draft and to military service.

REFERENCE:
Administrative Guide, Los Angeles Unified School District, 2201.1d., 2207

[1] *Administrative Guide,* Section 1251 was being revised at the time of the publication of this handbook.

EVALUATION OF TEACHERS

Formal evaluation of teachers is the professional and legal responsibility of the principal and may not be delegated. However, student evaluation of classroom instruction could be an appropriate tool for individual teachers to use in improving communications with students. Evaluation should be conducted as an educational activity, and student awareness and understanding of the criteria used must be effectively developed.

The use of this instructional tool should be encouraged where practical, and the time for administering it should be scheduled at the discretion of the teacher. Results should be treated as privileged materials, to be utilized by the teacher for the improvement of instruction.

> *"Much have I learned from my teachers, even more from my classmates, but most of all from my students."*
>
> –The Talmud

REFERENCES:

Administrative Guide, Los Angeles Unified School District, 1973, 3032
Personnel Guide, Los Angeles Unified School District, A34, A101

FORUMS

Students should be permitted to conduct a forum on campus which is open to all members of the student body. A variety of topics may be discussed as long as no individual nor group (ethnic, religious, cultural, or other) is subjected to shame or degradation. So that no one may subvert this right for purposes alien to free and fair discussion and to assure that the school program is not disrupted, the principal is vested with the final responsibility of establishing a time and place for sessions of the forum. He further has the responsibility of overseeing the establishment of rules which will prevent such practices as

Engaging in racial, ethnic, or religious prejudice or abusing an individual or a group.

Providing obscene or pornographic material to minors according to current legal definitions.

Publication of libelous material.

Incitement of students so as to create clearly a danger of disruption of the orderly operation of the school or a danger of the commission of an unlawful act.

Limiting the rights of all students to be heard.

The rights of those who do not wish to listen to a forum should be protected.

> *"I disapprove of what you say, but I will defend to the death your right to say it."*
> —Voltaire

REFERENCES:

Amendment I, *United States Constitution*
California Education Code, 10611
Administrative Guide, Los Angeles Unified School District, 1265, 1315, 2262.5., 2561.3a

MARKING PRACTICES

Teachers' marking practices should conform to the policies of the Los Angeles Unified School District and should be understood by students and parents. Reports of a pupil's progress should be made available to parents at regular intervals and should be based on a diagnosis of the pupil's abilities and on an evaluation of his performance.

Teachers have the final authority for determining marks; however, they should explain their criteria for marking to students and should be required to interpret disputed marks. At the same time, students are responsible for maintaining those reasonable standards of academic performance commensurate with their ability and for conducting themselves in the classroom in ways that are conducive to the learning process.

> *"The reward of a thing well done is to have done it."*
>
> —Ralph Waldo Emerson

REFERENCE:
California Education Code, 10753

NEWSPAPERS

SCHOOL NEWSPAPERS

Because school newspapers in this District are marginally financed by student body monies, student councils sometimes take the position that the corporate student body is the publisher and therefore should exercise control over the material which is printed. School newspapers, however, are basically subsidized by tax money. Further, they do not purport to be the editorial voice of students but rather exist as laboratory tools to teach writing and journalistic skills.

A school newspaper editor is not a publisher. Neither he nor any member of his staff has the unrestricted right to publish anything he wishes. Although a high degree of freedom is extended to the school newspaper staff, advisers and administrators retain the authority to censor when necessary.

The school newspaper represents the entire school community, not just a segment of the student body. Criticism against the paper ultimately is received by the principal, not the student council nor editor. The principal, therefore, must retain final authority over the content, format, issuance, and other aspects of the publication.

As staff adviser, the journalism teacher is the principal's representative. The teacher is charged with maintenance of acceptable standards as well as training students in writing and other journalistic techniques. It is the teacher's duty to review material for publication and to make decisions regarding the appropriateness of each item. In occasionally exercising censorship, the adviser is protecting the student's privilege to produce a newspaper.

One canon of good journalism is to present various points of view. This is a basic canon of democracy itself. To this end, the journalism teacher should encourage a variety of expression, particularly the right to differ. Opposing viewpoints should be published simultaneously if this is possible.

One of the school's important roles is to provide effective avenues through which students may express themselves, either orally or in writing, on a wide range of subjects. The guidelines concerning the use of forums, outside speakers, and other techniques presented elsewhere in this publication are designed to increase the number of opportunities for oral expression.

> *"Pent up, ideas may generate explosive force. Released, they must compete for acceptance with opposing views."*
>
> —Allen Barth

REFERENCES:

Amendment I, *United States Constitution*
Instructional Guide for Journalism 1 (Los Angeles City Schools: Pub. No. X-53, 1965), p. 129

OFF-CAMPUS NEWSPAPERS

The school has no jurisdiction over nor responsibility for the off-campus publication or distribution of newspapers, leaflets, or other written or graphic material.

The distribution on a school campus of newspapers of other written or graphic material published off campus shall be subject to the same guidelines set forth in this handbook under "Distribution of Materials Not Formally Approved By the District." (Refer to page 6.)

REFERENCES:
Amendment I, *United States Constitution*
California Education Code, 10611
Administrative Guide, Los Angeles Unified School District, 1251[1], 1275

OPEN CAMPUS

The concept of "open campus" can have only limited implementation as long as the school is held legally responsible and accountable for the physical presence, personal safety, and educational program of its students. However, pupils may be permitted to leave the campus during the day in conformance with present rules.

Outside persons wishing to enter a school site must state their purpose and secure administrative authorization. When there is a possibility of a disruption of the educational program, or of a student's being abducted or harmed in other ways, the principal will not grant such authorization.

REFERENCES:
California Education Code, 13557
California Administrative Code, Title 5, Education, 303
Administrative Guide, Los Angeles Unified School District, 1205, 1265, 2106, 2122, 2125, 2125.1, 2126, 2127, 2128, 2251, 2365, 2366, 2367, 2368, 2369

[1]*Administrative Guide,* Section 1251 was being revised at the time of the publication of this handbook.

OUTSIDE SPEAKERS

Contributions from people who are gifted in the arts and sciences, who have specialized knowledge, and/or who have wisdom derived from experience should be an integral part of the educational process through presentations made to student groups. Students should have the opportunity to participate in the planning of such programs and in the selection of speakers. Programs to be presented should be educational in nature, challenging and appropriate to the age group concerned, and approved in advance by the sponsor and the principal of the school. In general, the subject matter of the presentation should relate to the educational program, and the speaker should be competent in the subject matter to be presented. Students may suggest and plan programs by conferring with the principal and student representatives through procedures established at the local school.

No program may advocate violence nor the violent overthrow of the United States government or of other American institutions. Care should be exercised to avoid extending invitations to speakers whose aim is to destroy the very institutions which give them the protection of free and open expression, nor should a person be permitted to make a presentation that would disrupt the school program. On the other hand, efforts should be made to present all sides of controversial issues. Attendance at such assemblies and conferences should be voluntary.

Each sponsoring student group has the responsibility to evaluate the presentation and to submit its findings to the principal and student representatives.

> *"Democracy cannot be perpetuated by stupidity. In a democracy, the rank and file must learn how to use experts without being dominated by them."*
>
> —Roy Billet
>
> *"The democratic way of life rejects standardized thought . . . It wants the fullest and freest discussion, within peaceful limits, of all public issues."*
>
> —Justice William O. Douglas

REFERENCE:

Administrative Guide, Los Angeles Unified School District, 1265

PEACE OFFICERS ON CAMPUS

The primary purpose of utilizing peace officers on campus is to assist in promoting a secure environment so that the optimal educational program may be conducted. To help maintain the safety of students and staff, to protect school property, and to assure that the rights of all members of the school community are safeguarded, security agents may be assigned to schools, and local police officers may be requested to come on campus.

Pupils have a right to expect fair treatment from these officers and to be granted all procedural safeguards prescribed by law. At the same time, students have the responsibility to cooperate with peace officers in the lawful performance of their duty.

Police have a right to pursue and to arrest violators of the law on a school campus, and school administrators have the right and duty to ask for police assistance when it becomes necessary. Interrogation by police officers should take place under conditions and circumstances which allow for both privacy and protection of the individual's dignity. The school is not a sanctuary where the police powers of the state are suspended or their agents excluded; neither is it a place where abuse of authority is condoned. The role of the police is "to protect and to serve" the entire citizenry.

REFERENCES:
California Education Code, 15831–4
Administrative Guide, Los Angeles Unified School District, 1204, 1205, 1706

PERSONAL APPEARANCE

Although the major responsibility for the cleanliness, grooming, and dress of students rests with the individual's parents, schools have the responsibility of assuring that the health, safety, and general welfare of members of the school community are safeguarded and promoted. Forms of dress and grooming which are clearly disruptive of the school program are to be prohibited.

> *"How little do they see what is, who frame their hasty judgments upon that which seems."*
>
> —Robert Southey

REFERENCES:
California Administrative Code, Title 5, Education, 302
Administrative Guide, Los Angeles Unified School District, 2251d

PETITIONS

Consistent with the philosophy of providing students with the opportunity to practice the democratic process, students should have the right to petition their student government on any matter which is within the scope of that delegated body. In addition, pupils may circulate petitions which relate to matters of general or public interest or to school activities.

A petition should be considered an avenue of request rather than a demand. Since one of the advantages of the right to petition is the opportunity to improve communication within a school, the principal may and should establish procedures for gathering signatures and presenting requests in order that this activity does not interfere with the educational program.

Students initiating a petition are responsible not only for the reasonableness of the request but also for the accuracy of the content.

Whenever a petition is presented, its receipt should be acknowledged and its disposition communicated to the originator.

> *"A society which leaves no place for criticism of its own aims and methods by its component members has no chance to correct its errors and ailments, no chance to advance to new and better forms, and will eventually stagnate, if not die."*
>
> —The Harvard Committee

REFERENCES:

California Education Code, 10611
Administrative Guide, Los Angeles Unified School District, 1276

PLEDGE OF ALLEGIANCE TO THE FLAG

It is the teacher's responsibility to advocate and develop loyalty to the United States. This includes explaining in positive terms the meaning and purpose of the Pledge of Allegiance.

The Pledge of Allegiance to the flag of the United States is an affirmation of the goals that we seek as individuals and as a nation. Primarily, these are goals that motivate us to come ever closer to achieving the ideal of government of the people, by the people, and for the people.

The Pledge of Allegiance is a statement of American ideals, and every pupil shall be protected in his right to affirm his identity with these ideals. The law provides that students whose conscience precludes their taking the Pledge of Allegiance on religious grounds, or for other reasons of conscience, shall not be compelled to do so. However, such students have the responsibility not to be disrespectful of and not to interfere with the rights of others. If they wish, parents have the right to be informed in the event that their son or daughter does not participate in the Pledge of Allegiance.

> *"I venture to suggest that . . . patriotism . . . is not short, frenzied outbursts of emotion, but the tranquil and steady dedication of a lifetime.*
> *"When an American says he loves his country, he means not only that he loves the New England hills, the prairies glistening in the sun or the wide rising plains, the mountains and the seas. He means that he loves an inner air, an inner light in which freedom lives and in which a man can draw the breath of self-respect."*
>
> Adlai Stevenson

REFERENCES:
California Education Code, 5211, 12556.5
California Administrative Code, Title 5, Education, 20-21
Administrative Guide, Los Angeles Unified School District, 2752, 2753, 2753.1

RIGHT OF PRIVACY

PRIVACY OF PERSON AND POSSESSIONS ON CAMPUS

Students have rights of privacy which are commensurate with those guaranteed to adults and which may be diminished only when there is reason to believe that the health, safety, and general welfare of students at the school are endangered. In carrying out his responsibilities, the principal, or his delegated representative, may find it necessary to search lockers or desks. Students may also be searched, but only when there is no other reasonable course of action available and when there is substantial and reasonable cause to believe that the object sought is on the person of the student. Whenever there is reason to believe that a search is necessary, it is advisable to perform it in the presence of an adult witness.

The student is legally responsible to respect the person and property of other persons and is morally obligated to protect his school, its staff, and other students. The student has a further responsibility to exercise care in the protection of his possessions and to avoid tempting other persons to remove or damage them.

> *"Once an individual, regardless of age, has overridden family decisions, school guidelines, or community limits, he is in the position of having already exercised his personal authority and IS, in fact, ALREADY RESPONSIBLE–responsible in the choice, responsible in the action, and responsible in the consequence."*
>
> –Ray Henley
>
> *"If you see something is wrong, and do nothing about it, you die inside."*
>
> –Martin Luther King

REFERENCES:

Amendment IV, *United States Constitution*
Administrative Guide, Los Angeles Unified School District, 1204, 1205, 1452.1, 1703

RELEASE OF INFORMATION ABOUT STUDENTS

The student's right to privacy is protected by legal provisions which prohibit the release of information about him to other than legally authorized persons. For the protection of the student, a principal has the responsibility of dealing only with the parents, the legal guardian, a representative clearly authorized in writing by the parent, or other persons designated by law.

It must be made clear to parents and students that requests for information about a student are granted only to legally authorized persons, or to the parent's authorized representative, in order that the confidentiality of the student's records may be maintained.

REFERENCES:
California Education Code, 10751, 10571.5, 10752, 10901
Administrative Guide, Los Angeles Unified School District, 1421, 1421.1–9, 1421.11, 2240

SELECTION OF TEACHERS

Students have a right to be concerned about the kinds of teachers who are selected to instruct them. Qualifications which students perceive to be significant in a good teacher as well as those characteristics they believe militate against successful teaching should be considered by the principal or the District official who selects teachers.

Nevertheless, the major responsibility for the selection of teachers resides with members of the teaching profession because of their academic preparation, experience, and professional interest.

The final responsibility for the selection of a teacher at a given school must rest with the principal.

> *"If I had a child who wanted to be a teacher, I would bid him Godspeed as if he were going to war. For indeed, the war against prejudice, greed, and ignorance is eternal, and those who dedicate themselves to it give their lives."*
>
> —James Hilton

REFERENCE:

Administrative Guide, Los Angeles Unified School District, 3032

SMOKING

Schools have the responsibility to enforce the law which prohibits the possession and use of tobacco on campus and to teach students the dangers and hazards of tobacco. This instruction affords an opportunity to impart important knowledge about life and its preservation. Reasons for school regulations which prohibit smoking should be understood by students, parents, and staff members. They should work together to eliminate this health hazard.

> *"Even though the Supreme Court has done much to broaden the rights and protection of individuals, students in public schools below the college level do not have the same rights in the school community that adults are entitled to in the community at large."*
>
> —Bill of Rights Newsletter, Fall, 1969

REFERENCES:

California Education Code, 10602
California Administrative Code, Title 5, Education, 301, 1094
Administrative Guide, Los Angeles Unified School District, 2280, 2360.23

STUDENT GOVERNMENT

CLUB MEMBERSHIP

Clubs are an important part of every school program and membership may not be denied because of race, color, creed, or political beliefs. Public schools, being supported by the total electorate, have an obligation to serve the entire community. Recent history discloses that organizations of an exclusive nature tend to foster negative rather than positive values. Since clubs are a legitimate part of student government concern, their charters must be approved by the Student Council and the principal.

REFERENCES:
California Education Code, 10604, 10851, 10852, 10853
California Administrative Code, Title 5, Education, 5531
Administrative Guide, Los Angeles Unified School District, 1255, 1255.1, 1255.3, 1256, 1364.1, 2260, 2260.1, 2260.2, 2261, 2262, 2262.1, 2263, 2263.1, 2263.2, 2264

SPONSORS OF SCHOOL CLUBS

Students have the right to recommend members of the faculty to serve as sponsors for school clubs, but the principal has the responsibility of making the final selections. Students have a responsibility to contribute to the establishment of criteria for the selection of a sponsor.

REFERENCE:
Administrative Guide, Los Angeles Unified School District, 2262.2, 2561, 2561.1

STUDENT BODY FINANCES

Decisions, to be meaningful, often involve policy affecting the disbursement of monies. Therefore, the student government shall have the power to allocate student activity funds, subject to current policies as covered in the following publications:

Policies Governing Elementary Student Body and/or PTA Finance
Policies Governing Secondary Student Body Finance

REFERENCES:
California Education Code, 10703, 10703.3, 10703.5, 10704, 10705
Administrative Guide, Los Angeles Unified School District, 1471.2, 1816, 2515, 2519, 2630, 2531, 2532, 2544, 2545, 2551

STUDENT BODY OFFICERS

As Roy Billet has stated, ". . . The schools of a democracy must prepare both followers and leaders without anyone being sure at the time which is which . . ."[1] The schools, therefore, must be training grounds that produce future citizens who are well-informed, responsible, and loyal to the democratic process. A part of this democratic process is the selection of student body officers. Standards for candidates for office should be established cooperatively by the local school staff and student body.

REFERENCES:
California Education Code, 10701
Administrative Guide, Los Angeles Unified School District, 2260.2, 2502

[1] Roy O. Billet, *Fundamentals of Secondary School Teaching* (New York: Houghton-Mifflin, 1940).

APPENDIX

CONSTITUTION OF THE UNITED STATES
- Amendment I 27
- Amendment IV 27
- Amendment XIV 27
- Amendment XXV 27

CALIFORNIA EDUCATION CODE
- Executive Sessions 28
- Daily Performance of Patriotic Exercises in Public Schools 28
- Development of Local Programs Within Guidelines 28
- Educational Program 29
- Enforcement of Courses of Study and Use of Textbooks 29
- Additional Courses or Activities Which May Be Included 29
- Prohibited Study or Supplemental Materials 29
- Religious Matters Properly Included in Courses of Study 29
- Prohibition and Definition 29
- Suspension by Teacher 30
- Suspension by Principal 30
- Grounds for Suspension or Expulsion; Smoking on Community College Campus 30
- Narcotics or Other Hallucinogenic Drugs 31
- Membership in Secret Clubs Prohibited 31
- Misconduct 32
- Notification of Law Enforcement Authorities if Student Commits Assault With Deadly Weapon 32
- Willful Damage of School Property; Liability of Parent 32
- Duration of Suspension 32
- Limitations on Suspension 33
- Expulsion Appeals to County Board 33
- Duties of Pupils 33
- Rights and Limitations Relating to Student Expression 33
- Purpose and Privileges of Student Body Organization 33
- Deposit or Investment of Student Funds 34
- Student Body Funds – Kindergarten, Grades 1-6 34
- Additional Uses of Student Funds 34
- Supervision and Audit of Student Funds 35
- Trustee for Funds of Unorganized Student Body 35
- Information Concerning Pupils 35
- Information to Private Schools and Colleges: Misdemeanor . . . 37
- Transfer of Cumulative Records 37
- Grades 37
- "Hazing" Defined 37
- Hazing Prohibited 37
- Penalty for Hazing 38
- Administration of Punishment to Pupils 38
- Personal Beliefs 38
- Enforcement of Course of Study, Use of Textbooks, Rules and Regulations 38

Duty Concerning Instruction of Pupils in Morals, Manners, and Citizenship 39
Duty Concerning Conduct of Pupils; Limitations on Criminal Prosecution 39
Establishment of a Security Patrol 39
Security Patrol Designated as Peace Officers 39
Wearing of Badge and Carrying of Proper Identification 39
Provision for Security Patrol Motor Vehicles 40
Willful Disturbance of Public School or Meeting a Misdemeanor 40

CALIFORNIA ADMINISTRATIVE CODE, TITLE 5, EDUCATION
Flag Shall Have Proper Care 41
Activities With Respect to Flag 41
Duty to Refrain from Certain Conduct 41
Pupils to Be Neat and Clean on Entering School 41
Duty to Remain at School 41
Smoking in Bus 42
Supervision of Extracurricular Activities of Pupils 42
Approval of Courses of Study 42

ADMINISTRATIVE GUIDE,
LOS ANGELES UNIFIED SCHOOL DISTRICT
Interviewing of Pupils by Police Officers 43
Pupils Not to Be Taken From Schools 43
Abuse of Teachers by Parents and Others 43
Activities Prohibited 44
Collections, Contributions, Donations 44
Additional Fund-Raising 45
Activities of Outsiders 45
Circulation of Petitions 45
Responsibility for, and Control of, Meeting 46
Circuses and Carnivals 46
Information Concerning Pupils 46
Restrictions Regarding Release of Information Concerning the Adjustment of Pupils and of Intelligence Test Data to Agencies or Persons Outside of the Los Angeles City School System 47
Interpreting Intelligence Test Data to Pupils and/or Parents 49
Attendance, Scholarship, Etc. 49
Information on the Cumulative Record Card Which May Be Released to Employers or Potential Employers 49
U.S. Mail Addressed to Pupils 50
Use of Bulletin Boards in Schools 50
Student Body Telephones 50
Responsibility of Principals for School Property 50
Deputization and Arming of Watchmen and Others 50
School Letterheads 50
Unsolicited Written Derogatory Communications 51
Attendance of Pupils on Educational Trips 51
Leaving School Grounds 51
Released-Time Classes in Religious or Moral Instruction 52
Absence for Religious Instruction (Other Than Released-Time) 52
Absence Because of Religious Holy Days 53

Absence Because of Traffic Citation 53
Guidance. Administration 53
Referral of Individual Pupils to Resources Within the School System and the Community 53
Records 53
School Program 53
Preparation of School Program 53
Discipline. Definition 54
Standards of Behavior – Elementary, Junior and Senior High School 54
Authority of Driver and Review of Disciplinary Action 55
Pupil Misconduct Warranting Discipline 55
Secret Clubs 55
Hazing 56
School-Sponsored Clubs in Junior and Senior High Schools 56
Non-School Clubs in Junior and Senior High Schools 58
Establishing Controls – Elementary, Junior and Senior High Schools 59
Compulsory Termination of Enrollment 59
Suspension – Elementary, Junior and Senior High Schools 60
Expulsion – Elementary, Junior and Senior High Schools 60
Reinstatement of Pupils Who Have Been Expelled – Elementary, Junior and Senior High Schools 61
Smoking 62
Pupil Conduct to and From School 62
Leaving School Premises on School Activity (Secondary Level) . . . 62
Authorization for Student Body Organizations 62
Use of School Premises and Equipment 63
Student Activities Branch Publications 63
Approved Specific Sources of Funds 63
Limitations on Surplus and Reserves 63
Expenditure of Student Body Funds 63
Responsibility for Expenditures by Students and Board of Education Employees 64
Student Body Contracts 64
Loan or Donation of Student Body Funds 64
Audit of Student Body Funds 64
Pay Entertainments 64
Restrictions 65
The Flag 65
Pledge of Allegiance 65
Examination Basis of Employment in Certificated Positions 65
PERSONNEL GUIDE, LOS ANGELES UNIFIED SCHOOL DISTRICT
Performance Reports for Certificated Nonpermanent Employees 67
Performance Reports for Monthly Rate Certificated Employees . . . 67
INSTRUCTIONAL GUIDE FOR JOURNALISM 1
Clarifying "Freedom of the School Press" 68
BULLETIN: FREE MATERIALS AND FILMS FOR PUPIL USE
Free Materials for Pupil Use 69
Free Materials for Pupil Use (Other Than Films) 69
Free Films for Pupil Use 70
COURT CASES 71

CONSTITUTION OF THE UNITED STATES

AMENDMENT I: Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble and to petition the government for a redress of grievances.

AMENDMENT IV: The right of the people to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures shall not be violated; and no warrants shall issue but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the person or things to be seized.

AMENDMENT XIV: All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the state wherein they reside. No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property, without due process of law, nor deny to any person within its jurisdiction the equal protection of the laws.

AMENDMENT XXVI: The right of citizens of the United States, who are eighteen years of age or older, to vote shall not be denied or abridged by the United States or by any State on account of age.

CALIFORNIA EDUCATION CODE

Section 967:

EXECUTIVE SESSIONS

Notwithstanding the provisions of Section 966 of this code and Section 54950 of the Government Code, the governing body of a school district may hold executive sessions to consider the expulsion, suspension, or disciplinary action in connection with any pupil of the school district, if a public hearing upon such question would lead to the giving out of information concerning school pupils which would be in violation of Section 10751 of the Education Code.

Before calling such executive session of the governing board of the district to consider these matters, the governing board of the district shall, in writing, by registered or certified mail or by personal service, if the pupil is a minor, notify the pupil and his parent or guardian, or the pupil if the pupil is an adult, of the intent of the governing board of the district to call and hold such executive session. Unless the pupil, or his parent, or guardian shall, in writing, within 48 hours after receipt of such written notice of intention, request that the hearing of the governing board be held as a public meeting, then the hearing to consider such matters may be conducted by the governing board in executive session. If such written request is served upon the clerk or secretary of the governing board, the meeting shall be public. Whether the matter is considered at an executive session or at a public meeting, the final action of the governing board of the school district shall be taken at a public meeting and the result of such action shall be a public record of the school district.

Section 5211:

DAILY PERFORMANCE OF PATRIOTIC EXERCISES IN PUBLIC SCHOOLS

In every public elementary school each day during the school year at the beginning of the first regularly scheduled class or activity period at which the majority of the pupils of the school normally begin the school day, there shall be conducted appropriate patriotic exercises. The giving of the pledge of allegiance to the Flag of the United States of America shall satisfy the requirements of this section.

In every public secondary school there shall be conducted daily appropriate patriotic exercises. The giving of the pledge of allegiance to the Flag of the United States of America shall satisfy such requirement. Such patriotic exercises for secondary schools shall be conducted in accordance with the regulations which shall be adopted by the governing board of the district maintaining the secondary school.

Section 7502:

DEVELOPMENT OF LOCAL PROGRAMS WITHIN GUIDELINES

The Legislature hereby recognizes that, because of the common needs and interests of the citizens of this state and the nation, there is a need to establish a common state curriculum for the public schools, but that, because of economic, geographic, physical, political and social diversity, there is a

need for the development of educational programs at the local level, with the guidance of competent and experienced educators and citizens. Therefore, it is the intent of the legislature to set broad minimum standards and guidelines for educational programs, and to encourage local districts to develop programs that will best fit the needs and interests of the pupils, pursuant to stated philosophy, goals and objectives.

Section 8002: **EDUCATIONAL PROGRAM**

The governing board of every school district shall evaluate its educational program, and shall make such revisions as it deems necessary. Any revised educational program shall conform to the requirements of this division.

Section 8051: **ENFORCEMENT OF COURSES OF STUDY AND USE OF TEXTBOOKS**

The governing board of every school district shall enforce in its schools the courses of study and the use of textbooks and other instructional materials prescribed and adopted by the proper authority.

Section 8502: **ADDITIONAL COURSES OR ACTIVITIES WHICH MAY BE INCLUDED**

In addition to the course of study requirements set forth in this chapter, the governing board of any school district may include in the curriculum of any school such additional courses of study, courses, subjects, or activities which it deems fit the needs of the pupils enrolled.

Section 9011: **PROHIBITED STUDY OR SUPPLEMENTAL MATERIALS**

Except as to textbooks approved by the state board or a county board of education, no bulletin, circular, or publication may be used as the basis of study or recitation or to supplement the regular school studies if the material contained in the bulletin, circular, or publication has been disapproved by the governing board of the school district in which the school is situated.

Section 9014: **RELIGIOUS MATTERS PROPERLY INCLUDED IN COURSES OF STUDY**

Nothing in this code shall be construed to prevent, or exclude from the public schools, references to religion or references to or the use of religious literature, art, or music or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed, or sectarian purpose and when such references or uses are incidental to or illustrative of matters properly included in the course of study.

Section 9031: **PROHIBITION AND DEFINITION**

No teacher giving instruction in any school, or on any property belonging to any agencies included in the public school system, shall advocate or teach communism with the intent to indoctrinate or to inculcate in the mind of any pupil a preference for communism.

In prohibiting the advocacy or teaching of communism with the intent of indoctrinating or inculcating a preference in the mind of any pupil for such doctrine, the Legislature does not intend to prevent the teaching of the facts about communism. Rather, the Legislature intends to prevent the advocacy of, or inculcation and indoctrination into, communism as is hereinafter defined, for the purpose of undermining patriotism for, and the belief in, the government of the United States and of this state.

For the purposes of this section, communism is a political theory that the presently existing form of government of the United States or of this state should be changed, by force, violence, or other unconstitutional means, to a totalitarian dictatorship which is based on the principles of communism as expounded by Marx, Lenin, and Stalin.

Section 10601: **SUSPENSION BY TEACHER**

Teachers may suspend, for good cause, any pupil from the school for not exceeding one schoolday, plus the remainder of the schoolday during which the suspension is ordered, if suspension is ordered during a schoolday, and shall immediately report the suspension to the principal of the school and send the pupil to the principal for appropriate action.

Section 10601.5: **SUSPENSION BY PRINCIPAL**

The principal of a school may suspend for good cause any pupil from the school, except for a cause described in Section 10603, and subject to the provisions of Sections 10607 and 10607.5. The principal shall report the suspension of such a pupil to the governing board of the school district or to the district superintendent in accordance with the regulations of the governing board.

Any suspension pursuant to this section shall not exceed ten schooldays.

Section 10602: **GROUNDS FOR SUSPENSION OR EXPULSION; SMOKING ON COMMUNITY COLLEGE CAMPUS**

Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or continued abuse of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school; however, no pupil shall be suspended or expelled unless the conduct for which he is to be disciplined is related to school activity or school attendance. Smoking or having tobacco on school premises constitutes good cause for the suspension or expulsion of a pupil except when permitted as provided in this section. The governing board of any school district maintaining a community college may adopt rules and regulations permitting the smoking and possession of tobacco on the campus of a community college by pupils of the community college 18 years of age and over and enrolled in grades above the 12th, if the campus is not shared with a high school.

Section 10603: **NARCOTICS OR OTHER HALLUCINOGENIC DRUGS**

(a) For the protection of other pupils in the public school, the governing board of any school district may suspend, or expel, and the superintendent or a principal of any school district when previously authorized by the governing board may suspend, a pupil whenever it is established to the satisfaction of the board or the superintendent or principal, respectively, that the pupil has on school premises or elsewhere used, sold, or been in possession of narcotics or other hallucinogenic drugs or substances, or has inhaled or breathed the fumes of, or ingested, any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code.

(b) Every sheriff or chief of police who arrests a minor of compulsory school attendance age or any pupil currrently enrolled in a public school through grade 12 for using, selling, or possessing narcotics or other hallucinogenic drugs or substances, or for having inhaled or breathed the fumes of, or ingested any poison classified as such in Section 4160 of the Business and Professions Code, when a petition is requested in juvenile court or a complaint filed in any court alleging that such minor is a person using, selling, or possessing narcotics or other hallucinogenic drugs or substances, or for having inhaled or breathed the fumes of, or ingested any poison classified as such in Section 4160 of the Business and Professions Code, shall without unnecessary delay give written notice to the superintendent of the school district of attendance.

(c) In any event where a sheriff or chief of police arrests a minor of compulsory school attendance age or any pupil currently enrolled in a public school through grade 12 for using, selling or possessing narcotics or other hallucinogenic drugs or substances, or for having inhaled or breathed the fumes of, or ingested any poison classified as such in Section 4160 of the Business and Professions Code and later releases such minor without filing a petition request with the juvenile court or a complaint in any court, the sheriff or chief of police may give written notice thereof to the superintendent of the school district of attendance if the sheriff or chief of police believes the school district will benefit by such notification.

Section 10604: **MEMBERSHIP IN SECRET CLUBS PROHIBITED**

It is unlawful for any pupil, enrolled in any elementary or secondary school of this State, to join or become a member of any secret fraternity, sorority, or club, wholly or partly formed from the membership of pupils attending the public schools, or to take part in the organization or formation of any fraternity, sorority, or secret club. Nothing in this section shall be construed to prevent any pupil from joining the order of the Native Sons of the Golden West, Native Daughters of the Golden West, Foresters of America, or other kindred organizations not directly associated with the public schools of the State.

The governing board of any school district may make and enforce all rules and regulations needful for the government and discipline of the schools under its charge. Any governing board shall enforce the provisions of this section by suspending, or, if necessary, expelling a pupil in any elementary or

secondary school who refuses or neglects to obey any such rules or regulations.

Section 10605:

MISCONDUCT

The governing board of any school district shall suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.

Section 10605.5:

NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES IF STUDENT COMMITS ASSAULT WITH DEADLY WEAPON

The chief administrative employee at a school shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the country or city in which the school is situated, of any acts of the student which may be violative of Section 245 of the Penal Code.

Section 10606:

WILLFUL DAMAGE OF SCHOOL PROPERTY; LIABILITY OF PARENT

Any pupil who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the pupil. The parent or guardian of a pupil shall be liable to a school district for all property belonging to the school district loaned to the pupils and not returned upon demand of an employee of the district authorized to make the demand.

Section 10607:

DURATION OF SUSPENSION

No pupil shall be suspended from an elementary school for more than two consecutive weeks.

No pupil shall be suspended from a secondary school for more than the duration of the current semester. For secondary schools not operated on the basis of a school term regularly divided into semesters, the governing board shall select a date approximating the midpoint of the term for purposes of the preceding sentence. All summer school sessions maintained at a secondary school shall, for purposes of this paragraph, be deemed to constitute a single semester.

On or before the third consecutive school day of any given period of suspension, the parent or guardian of the pupil involved shall be asked to attend a meeting with school officials, at which time the causes, the duration, the school policy involved, and other matters pertinent to the suspension, shall be discussed. If the parent or guardian fails to join in such a conference, the school officials shall send him by mail a letter stating the fact that suspension has been implemented and setting forth all other data pertinent to the action.

Section 10607.5: **LIMITATIONS ON SUSPENSION**

Notwithstanding the provisions of Section 10607, no student shall be suspended from school for more than 20 days in a school year except he shall first be transferred to and enrolled in either one other regular school for adjustment purposes, an opportunity class in his school of residence, an opportunity school or class, or a continuation education school or class.

In the case of transfer to another regular school for adjustment purposes, additional days of suspension are limited to 10.

In a case where an action is pending in juvenile court in regard to a student, or where expulsion is being processed by the governing board, a superintendent, or other person designated by him in writing, may extend the suspension until such time as the juvenile court or the governing board has rendered a decision in the action.

Section 10608: **EXPULSION APPEALS TO COUNTY BOARD**

If a pupil is expelled from school, the parent or guardian of the pupil may appeal to the county board of education which shall hold a hearing thereon and render its decision. The decision of the county board of education shall be final and binding upon the parent or guardian and the governing board expelling the pupil.

Section 10609: **DUTIES OF PUPILS**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

Section 10611: **RIGHTS AND LIMITATIONS RELATING TO STUDENT EXPRESSION**

Students of the public schools have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, and other insignia, except that expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, shall be prohibited.

Each governing board of a school district and each county superintendent of schools shall adopt rules and regulations relating to the exercise of free expression by students upon the premises of each school within their respective jurisdictions, which shall include reasonable provisions for the time, place, and manner of conducting such activities.

Section 10701: **PURPOSE AND PRIVILEGES OF STUDENT BODY ORGANIZATION**

Any group of students may organize a student body association within the public schools with the approval and subject to the control and regulation of the governing board of the school district. Any such organization shall have as

its purpose the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials. Any student body organization may be granted the use of school premises and properties without charge subject to such regulations as may be established by the governing board of the school district.

Section 10703: **DEPOSIT OR INVESTMENT OF STUDENT FUNDS**

The funds of any student body organization established in the public schools of any school district shall, subject to approval of the governing board of the school district, be deposited or invested in one of the following ways:

(a) Deposits in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.

(b) Investment certificates or withdrawable shares in state chartered savings and loan associations provided such associations are doing business in this State and have their accounts insured by the Federal Savings and Loan Insurance Corporation.

(c) Purchase of United States Savings Bonds (Series F and G) as authorized for investment by subdivision (a) of Section 16430 of the Government Code.

The funds shall be expended subject to such procedure as may be established by the student body organization subject to the approval of an employee or official of the school district designated by the governing board.

Section 10703.3 **STUDENT BODY FUNDS – KINDERGARTEN, GRADES 1-6**

The funds of a student body organization established in the public schools for kindergarten and grades 1 to 6 inclusive, of any school district maintaining kindergarten and grades 1 to 6, inclusive, may be used to finance activities for noninstructional periods or to augment or to enrich the programs provided by the district.

Section 10703.5 **ADDITIONAL USES OF STUDENT FUNDS**

In addition to deposit or investment pursuant to Section 10703, the funds of a student body organization may be loaned or invested in any of the following ways:

(a) Loans, with or without interest, to any student body organization established in another school of the district for a period not to exceed three years.

(b) Invest money in permanent improvements to any school district property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where such facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when such improvements are for the benefit of the student body. Such investment shall be made on condition that the

principal amount of the investment plus a reasonable amount of interest thereon shall be returned to the student body organization as provided herein. Any school district approving such an investment shall establish a special fund in which moneys derived from the rental of school district property to student body organizations shall be deposited. Moneys collected by the governing board for automobile parking facilities as authorized by Section 25425 shall be deposited in the special fund if the parking facilities were provided for by investment of student body funds under this section. Moneys shall be returned to the student body organization as contemplated by this section exclusively from such special fund and only to the extent that there are moneys in such special fund. Whenever there are no outstanding obligations against the special fund, all moneys therein may be transferred to the general fund of the school district by action of the local governing board.

Two or more student body organizations of the same school district may join together in making such investments in the same manner as is authorized herein for a single student body. Nothing herein shall be construed so as to limit the discretion of the local governing board in charging rental for use of school district property by student body organizations as provided in Section 10701.

Section 10704: **SUPERVISION AND AUDIT OF STUDENT FUNDS**

The governing board of any school district shall provide for the supervision of all funds raised by any student body or student organization using the name of the school.

The cost of supervision may constitute a proper charge against the funds of the district.

The governing board of a school district may also provide for a continuing audit of student body funds with school district personnel.

Section 10705: **TRUSTEE FOR FUNDS OF UNORGANIZED STUDENT BODY**

In schools or classes for adults or in elementary schools in which the student body is not organized, the governing board may appoint an employee or official to act as trustee for student body funds and to receive said funds in accordance with procedures established by the board. These funds shall be deposited in a bank approved by the board and shall be expended subject to the approval of said appointed employee or official and also subject to such procedure as may be established by the board.

Section 10751: **INFORMATION CONCERNING PUPILS**

No teacher, principal, employee, or governing board member of any public, private, or parochial school providing instruction in any of grades kindergarten through 12 shall permit access to any written records concerning any particular pupil enrolled in the school in any class to any person except under judicial process unless the person is one of the following:

(a) Either parent or guardian of such pupil.

(b) A person designated, in writing, by such pupil if he is an adult, or by either parent or a guardian of such pupil if he is a minor.

(c) An officer or employee of a public, private, or parochial school where the pupil attends, has attended, or intends to enroll.

(d) A state or local law enforcement officer, including a probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties.

(e) The State Superintendent of Public Instruction, or a member of his staff, or the county superintendent of schools of the county where the pupil attends, has attended, or intends to enroll, or a member of his staff.

(f) An officer or employee of a county agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency.

(g) An officer or employee of any adoption agency licensed by the Department of Social Welfare, as to a minor placed with or under the supervision of that agency, or another minor from the same family as such minor, or as to children in families for which an investigation by the agency is required under Section 226.6 of the Civil Code.

The restrictions imposed by this section are not intended to interfere with the giving of information by school personnel concerning participation in athletics and other school activities, the winning of scholastic or other honors and awards, and other life information. Notwithstanding the restrictions imposed by this section, a governing board may, in its discretion, provide information to the staff of a college, university, or educational research and development organization or laboratory and if no pupil will be identified by name in the information submitted for research. Notwithstanding the restrictions imposed by this section, an employer or potential employer of the pupil may be furnished the age and scholastic record of the pupil and employment recommendations prepared by members of the school staff.

Notwithstanding the restrictions imposed by this section, the names and addresses of pupils, the record of a pupil's daily attendance, the pupil's scholastic record in the form of grades received in school subjects, the names of a pupil's parents or guardian, a pupil's date and place of birth, and the names and addresses of other schools a pupil has attended may be released to an officer or employee of the United States seeking this information in the course of his duties, when the pupil is a veteran of military service with the United States, or an orphan or dependent of such veteran, or an alien. Notwithstanding the restrictions imposed by this section, school personnel of a public, private, or parochial high school may furnish the names and addresses of graduating seniors to elected federal, state, county, or district officials.

Section 10751.5 **INFORMATION TO PRIVATE SCHOOLS AND COLLEGES: MISDEMEANOR**

Notwithstanding Section 10751, the superintendent, principal, or governing board of any public, private, or parochial school providing instruction in kindergarten or any of grades 1 to 12, inclusive, may permit the furnishing, or may furnish, the names and addresses of pupils presently enrolled in grade 12, or pupils who have terminated their enrollment prior to graduation to any official of a private business or professional school or college approved, authorized, or certified pursuant to the provisions of Division 21 (commencing with Section 29001). No private business or professional school or college, as provided for in this section, shall use such information for other than purposes directly related to their own solicitation activities. Any violation of this provision is a misdemeanor, punishable by a fine of not to exceed two thousand five hundred dollars ($2,500), and, in addition the privilege of the school or college to receive the lists shall be suspended for a period of two years from the time of discovery of the misuse of such lists.

Section 10752: **TRANSFER OF CUMULATIVE RECORDS**

Whenever a pupil transfers from one school district to another within this State, the cumulative record of the pupil, which may be available to the pupil's parent for inspection during consultation with a certificated employee of the district, or a copy of the record, shall be transferred to the district to which the pupil transfers; provided, a request for such cumulative record is received from the district to which the transfer is made. The State Board of Education is hereby authorized to adopt rules and regulations concerning the transfer of cumulative records from one school district to another. The effective date of this section shall be July 1, 1960.

Section 10753: **GRADES**

When grades are given for any course of instruction taught in the public schools, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Section 10851: **"HAZING" DEFINED**

As used in this article, "hazing" includes any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger or physical harm to any student or other person attending any school, college, university or other educational institution in this State; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

Section 10852: **HAZING PROHIBITED**

No student, or other person in attendance at any public, private, parochial, or military school, college, or other educational institution, shall conspire to

engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than fifty dollars ($50), nor more than five hundred dollars ($500), or imprisonment in the county jail for not more than six months or both.

Section 10853: **PENALTY FOR HAZING**

Any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by any public educational institution or agency.

The governing board of any public school, public college, public university or other public educational institution or agency may adopt rules and regulations to implement this section.

If he has reason to believe that a forfeiture should be declared under this section, the Attorney General or the district attorney of any country or city and county may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund.

Section 10854: **ADMINISTRATION OF PUNISHMENT TO PUPILS**

The governing board of any school district shall adopt rules and regulations authorizing teachers, principals, and other certificated personnel to administer reasonable corporal or other punishment to pupils when such action is deemed an appropriate corrective measure.

Section 10901: **PERSONAL BELIEFS**

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents', or guardians' beliefs and practices in sex, family life, morality and religion, shall be administered to any pupil in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey, or examination.

Section 13556: **ENFORCEMENT OF COURSE OF STUDY, USE OF TEXTBOOKS, RULES AND REGULATIONS**

Every teacher in the public schools shall enforce the course of study, the use of legally authorized textbooks, and the rules and regulations prescribed for schools.

Section 13556.5: **DUTY CONCERNING INSTRUCTION OF PUPILS IN MORALS, MANNERS, AND CITIZENSHIP**

Each teacher shall endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship, including kindness toward domestic pets and the humane treatment of living creatures, to teach them to avoid idleness, profanity, and falsehood, and to instruct them in manners and morals and the principles of a free government.

Section 13557: **DUTY CONCERNING CONDUCT OF PUPILS; LIMITATIONS ON CRIMINAL PROSECUTION**

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, or principal shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of Section 10854 of this code.

Section 15831: **ESTABLISHMENT OF A SECURITY PATROL**

The governing board of any school district may establish a security patrol and employ, in accordance with the provisions of Chapter 3 (commencing with Section 13580) of Division 10 such personnel as may be necessary to ensure the security of school district personnel and pupils in or about school district premises and the security of the real and personal property of the school district and to cooperate with local law enforcement agencies in all matters involving the security of the personnel, pupils, and real and personal property of the school district. It is the intention of this provision that a school district security patrol shall be supplementary to city and county law enforcement agencies and shall under no circumstances be vested with general police powers.

Section 15832: **SECURITY PATROL DESIGNATED AS PEACE OFFICERS**

Persons employed and compensated as members of a security patrol of a school district, when appointed and duly sworn, are peace officers, as defined by Section 830.4 of the Penal Code, but only for the purpose of carrying out the duties of their employment.

Section 15833: **WEARING OF BADGE AND CARRYING OF PROPER IDENTIFICATION**

Persons employed and compensated as members of a security patrol of a school district shall be supplied with and authorized to wear a badge bearing the name of the school district. The employee shall carry a suitable identification card bearing his photograph and signature and the signature of

the superintendent of the school district, and such other identification data as may be required by local law enforcement agencies. The governing board may direct the wearing of a distinctive uniform and shall prescribe same. The costs of required uniforms, equipment, identification badges and cards shall be borne by the district.

Section 15834: **PROVISION FOR SECURITY PATROL MOTOR VEHICLES**

The governing board of a school district which establishes a security patrol may provide and maintain motor vehicles for the use of the patrol. Any vehicle, when operated in the performance of his duties by any member of the security patrol, is an authorized emergency vehicle and may be equipped and operated as such as provided by the Vehicle Code.

Section 16701: **WILLFUL DISTURBANCE OF PUBLIC SCHOOL OR MEETING A MISDEMEANOR**

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and punishable by a fine of not less than ten dollars ($10) nor more than one hundred dollars ($100).

CALIFORNIA ADMINISTRATIVE CODE, TITLE 5, EDUCATION

Section 20: **FLAG SHALL HAVE PROPER CARE**

The governing board of each school district shall provide a suitable flagstaff for the hoisting of the United States Flag and a locker in which the Flag can be kept when not being flown. The Flag shall be raised before the opening of school and taken down at its close every day, weather permitting. Principals and teachers shall teach pupils to honor and care for the Flag to the end that it may be treated with respect and handled with reverence at all times.

Section 21: **ACTIVITIES WITH RESPECT TO FLAG**

The governing board of each school district shall require, and provide for, the giving of appropriate instruction throughout the school term and the holding of appropriate exercises or other activities in each school under its jurisdiction during the last week of the annual school term of the school which shall emphasize to the pupils of the school the meaning of the Flag of the United States and the purpose, ideals, and freedoms for which it stands. There shall be a daily pledge of allegiance to the Flag of the United States in each public school, conducted in accordance with regulations which shall be adopted by each governing board.

Section 301: **DUTY TO REFRAIN FROM CERTAIN CONDUCT**

While on the school grounds (or elsewhere when under the authority or direct supervision of school personnel or when such conduct is otherwise related to school activity or school attendance), a pupil shall refrain from any and all of the following acts:

(a) Gambling; immorality; profanity; and the use or possession of tobacco, intoxicating liquor, narcotics or other hallucinogenic or dangerous drugs or substances. (Drugs shown to have been prescribed by a licensed physician for a pupil are an exception as to that pupil.)

(b) Willful or negligent conduct likely to result in injury to other pupils or school employees or in damage to school property.

Section 302: **PUPILS TO BE NEAT AND CLEAN ON ENTERING SCHOOL**

A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering.

Section 303: **DUTY TO REMAIN AT SCHOOL**

A pupil may not leave the school premises at recess, or at any other time before the regular hour for closing school, except in case of emergency, or with the approval of the principal of the school.

Section 1094: **SMOKING IN BUS**

Smoking in a school bus shall be prohibited whenever pupils are aboard.

Section 5531: **SUPERVISION OF EXTRACURRICULAR ACTIVITIES OF PUPILS**

All athletic and social activities of pupils, wherever held, if conducted under the name or auspices of a public school or of any class or organization thereof, shall be under the direct supervision of certificated employees of the district.

Section 10000: **APPROVAL OF COURSES OF STUDY**

The courses of study adopted by a governing board for high schools that it maintains are subject to the approval of the Department of Education. Courses of study in grades 9-12 leading to graduation shall not be approved by the Department of Education except under one of the following circumstances:

(a) The governing board offers a one-semester course in reading and a one-semester course in mathematics focusing upon diagnostic and remedial instruction for students whose competence in either or both of those subjects is below the equivalent of an 8.0 grade placement.

(b) The Department, upon written request of the district showing good cause for not providing one or both of the courses described in (a), waives the requirement.

Board Rule 1204: **INTERVIEWING OF PUPILS BY POLICE OFFICERS**

Upon presentation of proper identification, duly authorized representatives of law enforcement agencies having jurisdiction over the area in which the school concerned is located shall be allowed to interview pupils in the presence of the principal or a teacher.

Police officers of the City of Los Angeles and of other jurisdictions within the Los Angeles City School Districts, Los Angeles County Sheriff's Deputies, Los Angeles County Probation Officers, California State Police, Investigators for the Domestic Relations Court, and agents of the California Youth Authority and the Federal Bureau of Investigation will produce official identification cards. Special and honorary officers, honorary deputy sheriffs, etc., and members of the press, although carrying identification cards issued by law enforcement agencies, shall not be permitted to interview pupils at school; provided, however, that pupils may be interviewed by members of the press in connection with school activities, in the presence of and with the approval of the school principal or of the supervisor of Public Information.

Information regarding the identification of persons other than those mentioned above may be secured from the Child Welfare and Attendance Branch. (See Rule 1421.)

Board Rule 1205: **PUPILS NOT TO BE TAKEN FROM SCHOOLS**

No pupil shall be taken from a school by any person other than a school employee. Exception to this rule may be made only (1) by the parent or guardian, when properly identified, (2) upon the written request of the parent or guardian, properly verified, (3) by properly identified law enforcement officers when an arrest is made, (4) by properly identified representatives of law enforcement agencies, in case of emergency as determined by the principal or his designated representative.

The responsibility of notifying parents of pupils taken from school by a law enforcement officer in accordance with items (3) and (4) of this rule rests with the law enforcement officer. In accord with past policy, the law enforcement groups have agreed to notify the parents prior to the time the pupil would normally return home from school.

Regulation 1208-5: **ABUSE OF TEACHERS BY PARENTS AND OTHERS**

Sections 13559 and 13560 of the Education Code provide:

"13559. Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the public schools, in the presence or hearing of a pupil, is guilty of misdemeanor."

"13560. Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place

which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than fifty ($50) nor exceeding five hundred dollars ($500)."

Violations of said sections shall be reported immediately to the Child Welfare and Attendance Branch or the local police agency by the Principal.

Board Rule 1251[1]: **ACTIVITIES PROHIBITED**

Except as otherwise provided by Board rule or administrative regulation, the following activities on school or junior college premises are prohibited:

a. The reading aloud, announcing, or posting of advertising materials, or the distribution of circulars, provided, that such distribution may not be prohibited beyond the inside edge of the sidewalk surrounding the school;

b. The exhibition or sale to pupils or employees of any article whatsoever;

c. Soliciting for any cause whatsoever, or announcing any public entertainment (See also rule 1255 et seq.);

provided, however, that the Board may sanction any worthy enterprise on school premises, particularly enterprises of an educational nature. Said sanction shall be evidenced by written permission from the Superintendent, Deputy Superintendent, or Assistant Superintendent, Auxiliary Services Division.

Board Rule 1255: **COLLECTIONS, CONTRIBUTIONS, DONATIONS**

Unless otherwise provided, no collections, contributions, or donations of money or materials of any kind shall be made through or in the schools except by specific authorization of the Board of Education. Any collections, contributions, or donations so authorized shall be conducted in accordance with regulations established by the Superintendent.

Regulation 1255-1: No public appeal shall be made by employees or pupils in fund-raising campaigns recommended by the Superintendent and approved by the Board of Education to be conducted within schools and offices.

Regulation 1255-3: Fund-raising campaigns shall be conducted in the following manner:

a. As far as practicable, administrators shall confine to one day the collection of money from pupils and employees for any authorized fund-raising activity.

b. Contributions and participation in fund-raising by pupils and employees shall be entirely voluntary. No contests shall be held or rewards or prizes be offered or accepted in connection with any fund-raising activity in the school

[1] *Administrative Guide* Section 1251 was being revised at the time of publication of this handbook.

district. (However, an approved program for the entire student body may be held in appreciation of the total effort.) Any phase of a fund-raising activity which could in any way be embarrassing to pupils shall be avoided.

c. No quota shall be established nor accepted for any fund-raising campaign for any individual, school, group, or the school system as a whole.

d. Organizations benefiting from authorized fund-raising activities in the school district shall furnish all supplies, circulars of information, other materials, and services required to conduct such activities.

e. All fund-raising activity plans, procedures, and instructional materials shall be submitted to the Student Activities Branch, Auxiliary Services Division, for approval, not less than one month prior to the opening date of the campaign. Not later than June 30 organizations shall submit to the Student Activities Branch final statements of funds collected.

Board Rule 1256: **ADDITIONAL FUND-RAISING**

Any school may be permitted to hold an additional fund-raising campaign for a project which is initiated by the faculty and pupils and which is one which can serve an educational objective. Such permissive projects as are sponsored by the American Red Cross could appropriately come under this category. Any school, before entering upon such a money-raising campaign, must secure permission from the Operating Associate Superintendent involved, and the Assistant Superintendent in charge of the Auxiliary Services Division, and final approval of the Superintendent of Schools.

Board Rule 1265: **ACTIVITIES OF OUTSIDERS**

No person shall visit or audit a classroom or other school activity, nor shall any person remain on school premises, without the approval of the principal or his authorized representative.

Only persons who are certificated employees of the Los Angeles City School Districts shall be permitted to engage in instructional activities within the schools.

Only those lecturers or entertainers who have written approval of the Superintendent or his authorized representative shall be permitted to engage in entertainment or educational activities which will consume the time of the teachers and pupils or interrupt the school program.

Board Rule 1276: **CIRCULATION OF PETITIONS**

The circulation of petitions on school premises by persons other than pupils or employees of the Los Angeles Unified School District is prohibited, except that petitions may be circulated by any person during meetings conducted under the Civic Center Act.

a. Employees may circulate petitions on school premises other than as permitted by the Civic Center Act only when the petitions relate to matters

of general or public interest or to matters concerning the relationships of employees with the school district. Petitions may be circulated only by employees who are off-duty and may be presented only to employees who are also off-duty, including, but not limited to, the duty-free lunch periods.

An employee is off-duty before and after the assigned day of the individual employee and during his duty-free lunch period. Petitions may be circulated only in areas of school district premises which are apart from assembled students and classes, including, but not limited to, employee lunchrooms or lounges. Petitions must be circulated in such manner as not to interfere materially with the efficient conduct of any school activity.

b. Pupils may circulate petitions on school premises other than as permitted by the Civic Center Act only when the petitions relate to matters of general or public interest or to school activities. No petitions shall question the character or competency of, or request disciplinary action against, a pupil or employee. Circulation may take place only before and after regular school hours, during lunch, recess, and regular passing periods between classes. Prior to its circulation, the school principal shall be notified of the intention to circulate the petition and of its contents. Petitions shall be circulated in such a manner as not to interfere with any school activity.

Board Rule 1315: **RESPONSIBILITY FOR, AND CONTROL OF, MEETING**

The person or group to whom a permit for the use of school premises is issued shall be responsible for loss or damage to school district property or for personal injury or personal property damage sustained by any person as a result of the meeting.

Each meeting place shall be under the immediate control of the principal of the school, who shall take such action under the Board rules as he may deem advisable for the particular meeting.

Regulation 1364-1: **CIRCUSES AND CARNIVALS**

No structures may be erected or assembled on school premises, nor may any electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the office issuing the permit.

Board Rule 1421: **INFORMATION CONCERNING PUPILS**

The Superintendent shall establish the procedures to be followed in the dissemination of information regarding pupils.

Regulation 1421-1: Information regarding pupils shall not be given to outside persons, except in compliance with the following regulations.

Regulation 1421-2: Names and addresses of pupils shall be furnished by the school administrator and/or the Child Welfare and Attendance Branch upon court order, and upon the request of:

a. a public or private welfare agency of which the pupil is a client

b. an officer or employee of the United States, the State of California, or a city, city and county, or county seeking information in the course of his duties

c. a parent or guardian or a person designated in writing by the pupil's parent or guardian

d. an officer or employee of a public, private, or parochial school where the pupil attended, attends, or intends to enroll

e. an employer or potential employer of the pupil.

Regulation 1421-3: Names and addresses of pupils may be given out in connection with participation in athletics and other school activities, the winning of scholastic or other honors and awards, and other like matters.

Principals are authorized to make available to PTA or parent group Room Mothers and/or PTA or parent group Youth Services Chairmen names and addresses of pupils in the rooms which they represent, when the information is pertinent to such Room Mother or Youth Group Leader responsibilities.

In the event that principals are requested by certain youth groups not sponsored by local PTA's to send surveys or questionnaires home by pupils, such requests shall not be granted nor shall names and addresses of pupils be given to such organizers.

Regulation 1421-4: Names and addresses of high school pupils who have completed the First Aid Course may be given to the American Red Cross at the time of completion of such course.

Regulation 1421-5: Names (but not addresses) of graduates of senior high schools may be given, upon request, to community newspapers.

Regulation 1421-6: Upon request, the Auxiliary Services Division may authorize the release of names and addresses of candidates for graduation from Los Angeles City High Schools to private business schools or professional schools and colleges which meet the requirements set forth in Education Code Section 10751.

Regulation 1421-7: **RESTRICTIONS REGARDING RELEASE OF INFORMATION CONCERNING THE ADJUSTMENT OF PUPILS AND OF INTELLIGENCE TEST DATA TO AGENCIES OR PERSONS OUTSIDE OF THE LOS ANGELES CITY SCHOOL SYSTEM**

a. Persons Authorized to Release Information.

Information concerning the personal and school adjustment of pupils or which is based on intelligence tests, shall be given to designated persons or agencies outside the school system only by the personnel listed below:

Superintendents.

Division of Elementary Education: Supervisors of Guidance and Counsel-

ing, Guidance Specialist, Supervisors of Guidance, administrators, coordinating counselors, or counselors;

Division of Secondary Education: Supervisors of Guidance and Counseling, Guidance Specialist, Central Office Guidance Staff, administrators, or counselors;

Junior Colleges: Counselors;

Child Welfare and Attendance Branch: Director, Supervisors in the Central Office, or Area Supervisors.

In some instances it becomes necessary to obtain the results of intelligence tests from the records in the Evaluation and Research Section. On these occasions the Director, the supervisors, and specialists on the Evaluation and Research staff are authorized to release the results of intelligence test data.

Intelligence test data shall always include the date when the tests reported were administered and the names and forms of the test used.

b. Written Request or Identification Required.

1. Information may be released to the following agencies or persons upon written request by mail on official letterhead or in person upon presentation of proper identification.

(a) Public, private, or parochial schools.

(b) Probation officers, officials of Juvenile Hall or the Juvenile Court.

(c) Representatives of federal, state or local government agencies.

(d) Authorized personnel of state Mental Hygiene clinics.

2. Information based on intelligence tests only may be released to the following agencies or persons:

(a) Recognized welfare agency of which the pupil is a client.

(b) Officers of military recruitment.

c. Signed Parent Release Required.

1. Information may be released to the following agencies or persons upon written request accompanied by a signed release by the parent.

(a) California licensed psychologist.

(b) California licensed physician.

2. In addition information concerning the personal or school adjust-

ment of a pupil may be released to a recognized welfare agency of which the pupil is a client when the written request is accompanied by a signed release by the parent.

d. Clearance by Supervisor of Guidance and Counseling.

All other requests for such information to be sent out of the school must be accompanied by a written release signed by the parent and cleared through the Supervisor of Guidance and Counseling of the appropriate educational level.

Regulation 1421-8: **INTERPRETING INTELLIGENCE TEST DATA TO PUPILS AND/OR PARENTS**

Interpretation of the pupil's scholastic capacity as it applies to the school program and the vocational choice shall be in terms of general classification as indicated below

Description	IQ Range	Approximate Percentage of Population
markedly below average	(75 or below)	5%
below average	(76-89)	20%
average	(90-110)	50%
above average	(111-124)	20%
markedly above average	(125 and above)	5%

Such interpretation should be based not on one test but on all available data.

Regulation 1421-9: **ATTENDANCE, SCHOLARSHIP, ETC.**

Statements regarding the attendance, scholarship, and citizenship of pupils, either former or present, may be given out by principals to prospective employers and public officials upon written request therefor. Transcripts of record shall not be given out by principals except in compliance with Board rules.

Regulation 1421-11: **INFORMATION ON THE CUMULATIVE RECORD CARD WHICH MAY BE RELEASED TO EMPLOYERS OR POTENTIAL EMPLOYERS**

a. Pupils Enrolled in Los Angeles Junior or Senior High Schools.

Principals are authorized to make available to employers or potential employers pupils' marks in all subjects, including work habits and cooperation, the major sequence followed, the record of attendance while enrolled in junior or senior high school, and employment recommendations prepared by member of the staff. No additional information may be furnished to employers or potential employers without the written consent of the parent or guardian.

b. Former Junior or Senior High School Pupils.

If a pupil is eighteen years of age or has graduated from senior high school, principals are authorized to make available to employers or potential employers the following information about a pupil: marks in all subjects, including work habits and cooperation, earned in junior and senior high school, the major sequence followed, and the record of attendance. If the pupil has graduated from senior high school, the date of graduation and the rank in class should be included with the above information. Information in addition to that indicated above may be furnished employers or potential employers only upon the written request of the applicant for employment.

If the pupil is not eighteen years of age and has left school without graduating, no information other than that specified above may be given to employers or potential employers without the written consent of the parent or guardian.

Regulation 1452-1: **U. S. MAIL ADDRESSED TO PUPILS**

U. S. Mail addressed to a pupil who is a minor shall be delivered to the principal or vice-principal who may summon the pupil, direct the pupil to open and read the letter in his presence, or, in case of reasonable doubt as to the propriety of the contents or of the delivery of the letter to the pupil, he may forward it to the parents or guardian or may consult with them about it.

Board Rule 1461: **USE OF BULLETIN BOARDS IN SCHOOLS**

Bulletin boards and other display places shall be under the control of the principal or the head of the office concerned, who shall decide what material shall be displayed on them.

Regulation 1471-2: **STUDENT BODY TELEPHONES**

Each student body office shall have a telephone for the transaction of student body business, such telephone to be paid for out of student body funds.

Board Rule 1703: **RESPONSIBILITY OF PRINCIPALS FOR SCHOOL PROPERTY**

Responsibility for all property belonging to, or located at, a particular school rests with the Principal thereof, who shall have general charge of the grounds, buildings, furnishings, and equipment. (Also see Rule 1315)

Board Rule 1706: **DEPUTIZATION AND ARMING OF WATCHMEN AND OTHERS**

The Superintendent may authorize the deputization as peace officers and the arming of watchmen, school patrol officers, and other employees of the Los Angeles City School Districts engaged in the protection of school property.

Board Rule 1816: **SCHOOL LETTERHEADS**

Letterheads for use in all schools shall be secured only on requisitions for supplies. Schools shall not print their own letterheads, nor shall individual

faculty members or departments of the school print special stationery. All communications from the faculty, departments, or the school shall be on the standard letterhead. The format of letterheads and envelopes shall conform to the standards established by the Auxiliary Services Division.

These restrictions shall not affect the printing or use of a letterhead by the student body organization which may print its own letterhead on which the names of the various officers may appear. However, the name of the school principal shall also be included thereon.

Board Rule 1973: **UNSOLICITED WRITTEN DEROGATORY COMMUNICATIONS**

The Superintendent shall establish and maintain administrative regulations directing the manner in which a principal of a school, the president of a college, or any member of the administrative staff shall deal with unsolicited written communications in which employees are criticized for or charged with inadequate or improper performance of duties, unlawful act, or act of moral turpitude. Any communications, which are considered to be critical of an employee's performance of duties or character, shall be evaluated and processed in a manner to safeguard the rights of the employee, the welfare of the students, and the interests of the districts. Such regulations shall include directions regarding the circumstances under which such communications shall be brought to the attention of the employee and the circumstances under which the communications shall be retained or destroyed.

Board Rule 2106: **ATTENDANCE OF PUPILS ON EDUCATIONAL TRIPS** (See also Regulation 2365-19.)

Pupils may be taken on trips for educational purposes during school hours by certificated employees provided that:

a. The consent of a parent or guardian shall be obtained on Form 34-EH-17, "Parents' Request Form," prior to each trip.

b. The trip is listed in the catalog of authorized trips, "It's Worth A Visit" – publication number EC 146 for elementary and SC 460 for secondary schools, or has received the approval of the operating Assistant Superintendent.

c. A first aid kit is carried on the trip. For further information refer to Regulations 2325-2 and 2325-3.

Board Rule 2122: **LEAVING SCHOOL GROUNDS**

Pupils shall not leave the grounds during the school day except under the conditions set forth in this rule. No pupil may leave school to run errands or perform similar services.

a. For noon lunch period with special permission of the principal.

b. In case of illness. No pupil may be taken home unless there is a parent, guardian or responsible adult in the home. A pupil may be left with an adult

in another home only when designated by the parent or guardian.

In an illness situation of emergency nature the child may be taken to an appropriate medical facility.

c. For medical, dental, or optometrical treatment upon previous written request of the parent or guardian. (See Rule 2311)

d. Pupils may leave with authorized representatives of released-time classes for religious instruction. (See Regulation 2125-1)

e. Pupils may be released to a properly identified peace officer only in accordance with Rules 1204 and 1205.

f. Pupils may be released to parents or guardians when positively identified as such. (See Rule 1205)

g. Unusual requests which the principal considers valid shall be referred to the operating Assistant Superintendent or the Supervisor in charge of either the Boys' Welfare Section or the Girls' Welfare Section, in the Child Welfare and Attendance Branch.

Board Rule 2125: **RELEASED-TIME CLASSES IN RELIGIOUS OR MORAL INSTRUCTION**

In accordance with Section 8201 of the Education Code, principals have the authority to excuse pupils to receive religious or moral instruction away from school property, provided that (a) the school is participating in the Released-Time Program (see Regulation 2125-1), (b) the parents file with the school a written request for pupils to receive such instruction.

Regulation 2125-1: The Auxiliary Services Division, through the Supervisor of Attendance Services of the Child Welfare and Attendance Branch, is responsible for the administration of the released-time program. The Supervisor of Attendance Services meets regularly with the representatives of the religious groups who participate in the released-time pro ram for religious instruction. These representatives are known as the Inter-Faith Committee. The Inter-Faith Committee is the agency through which requests from the community for initiation of the program in a particular school are channeled. The Supervisor of Attendance Services advises the administrator of the school of the request from the Inter-Faith Committee. The administrator, in conference with the Assistant Superintendent of the appropriate division, acts upon the request of the Inter-Faith Committee.

Board Rule 2126: **ABSENCE FOR RELIGIOUS INSTRUCTION (OTHER THAN RELEASED-TIME)**

Upon the previously written request of his parent or guardian, a pupil may be excused from school, not in excess of one day per year, to participate in religious instruction. For further information, refer to the Office of Supervisor of Attendance Services, Child Welfare and Attendance Branch.

Board Rule 2127: **ABSENCE BECAUSE OF RELIGIOUS HOLY DAYS**

Upon the request of his parent or guardian, a pupil may be excused from school on the holy days of his faith. (See Calendar of Special Days, Weeks, and Events, published at the beginning of each school year by the Auxiliary Services Division.) For further information, refer to the Office of Supervisor of Attendance Services, Child Welfare and Attendance Branch.

Board Rule 2128: **ABSENCE BECAUSE OF TRAFFIC CITATION**

Pupils under the age of 18 years who receive a traffic citation issued from a law enforcement agency within Los Angeles County or from the California Highway Patrol must appear before the Traffic Division, Juvenile Court, between the hours of 8:00 a.m. and 4:30 p.m. At the time the citation is issued, the appointment time and date are written on the ticket. Pupils shall be excused to meet these appointments upon presentation of the citation to the principal.

Regulation 2202-1: **GUIDANCE. ADMINISTRATION**

The administrator of the school shall be responsible for providing opportunities for

d. individual counseling with pupils directed toward the solution of vocational, educational and/or personal problems.

Board Rule 2207: **REFERRAL OF INDIVIDUAL PUPILS TO RESOURCES WITHIN THE SCHOOL SYSTEM AND THE COMMUNITY**

The Superintendent shall be responsible for establishing procedures to be followed by school personnel in utilizing school system and community resources that are available for the guidance of pupils.

Board Rule 2240: **RECORDS**

The Superintendent shall establish a system of cumulative and supplementary records so that information of value to the guidance of the pupils shall be continuously, permanently and readily accessible for legal use. (For physical safeguarding of records see Rule 1703.) (For release of personal information see Rule 1421.)

Board Rule 2244: **SCHOOL PROGRAM**

In accordance with the curriculum policies adopted by the Board of Education, the school administrator shall maintain a school organization program including, at the secondary level, a master program of subjects being offered.

Regulation 2244-1: **PREPARATION OF SCHOOL PROGRAM**

The principal shall determine procedure for establishing the master program and schedule of classes. At the junior and senior high school level the

principal is responsible for the construction of a schedule of required and elective classes. The head counselor is responsible for helping to assemble and furnish to the principal necessary data to build the schedule of classes.

Board Rule 2250: **DISCIPLINE. DEFINITION**

Discipline is controlled behavior calculated to develop within an individual responsibility for his own action in accordance with socially accepted conduct. The initial stages of discipline are maintained by external control or adult direction. The degree to which the individual progresses in self-control determines the need for external controls. The ultimate goal is a mature individual capable of self-control.

Board Rule 2251: **STANDARDS OF BEHAVIOR – ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL**

a. Duties of Pupils. Pupils shall be required to comply with regulations, pursue the required course of study, and submit to the authority of the teachers of the school. (See Ed. Code, Sec. 10609.)

b. Conduct of Pupils Throughout the Day. Pupils shall be held to a strict account for their conduct throughout the day from the time they leave home until they return. Principals are expected to encourage and solicit the cooperation of the home in regulating the conduct of pupils. (See Ed. Code, Secs. 13557 and 10609.)

c. Parked Cars. Pupils shall be prohibited from sitting or otherwise remaining in their own or other cars while parked near the school.

d. Standard of Appearance. Pupils shall be required to show proper attention to personal cleanliness, health, neatness, safety, and suitability of clothing and appearance for school activities.

In every case the dress and grooming of the pupil shall be clean and shall not:

1. cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a pupil in any school activity.

2. create a hazard to the safety of himself or others.

3. create a health hazard.

Consistent with the above guidelines, hair, sideburns, mustaches and beards may be worn at any length or style, and clothing may be of any fashion, style or design, as determined by the pupil and his parents.

e. Fireworks. Pupils, while under the jurisdiction of the school, shall be prohibited from selling, buying, firing, or possessing any fireworks of any kind. (See Municipal Code, Sec. 57.55.01.)

Board Rule 2258: **AUTHORITY OF DRIVER AND REVIEW OF DISCIPLINARY ACTION**

For continued disorderly conduct or persistent refusal to submit to his authority as provided in Section 1085, Title 5 of the Administrative Code, a school bus driver may deny transportation to pupils not to exceed three days. Each case of pupil discipline by the driver shall be subject to review and modification by the Head Driver and Principal, or the Principal's representative who shall have authority to affirm, increase or decrease the length of time transportation may be denied.

Board Rule 2259: **PUPIL MISCONDUCT WARRANTING DISCIPLINE**

Pupils on school buses may be disciplined for:

a. Continued refusal to comply with the rules set forth in Rule 2256.

b. Any action endangering the safety of the other bus pupils.

c. Refusal to comply with the authority of the driver.

d. Persistent minor offenses which tend to distract the driver's attention from his driving.

e. Any offense which seriously disturbs the driver's discipline.

Board Rule 2260: **SECRET CLUBS**

The Board of Education herewith adopts Section 10604 of the *California Education Code* as a Board rule.

"10604. It is unlawful for any pupil, enrolled in any elementary or secondary school of this State, to join or become a member of any secret fraternity, sorority, or club, wholly or partly formed from the membership of pupils attending the public schools, or to take part in the organization or formation of any fraternity, sorority, or secret club. Nothing in this section shall be construed to prevent any pupil from joining the Order of the Native Sons of the Golden West, Native Daughters of the Golden West, Foresters of America or other kindred organizations not directly associated with the public schools of the State.

"The governing board of any school district may make and enforce all rules and regulations needful for the government and discipline of the schools under its charge. Any governing board shall enforce the provisions of this section by suspending, or, if necessary, expelling a pupil in any elementary or secondary school who refuses or neglects to obey any such rules or regulations."

Regulation 2260-1: Any pupil suspended in accordance with Rule 2260 may be reinstated in school by the principal on written assurance of the parent that the pupil has withdrawn from the membership of the organization involved. Any pupil guilty of a second offense will be suspended from school and may be reported

by the principal through the Superintendent of Schools to the Board of Education for expulsion.

Regulation 2260-2: Representing the school in extra-curricular activities is a privilege, not a right. In the junior and senior high schools of Los Angeles, each pupil must file a written statement stating that he or she is not a member of a secret fraternity, sorority, or other secret organization before he or she may be eligible to:

a. be a candidate for any school or class office;

b. represent his school in any athletic or non-athletic contest; or

c. become a member in any honor society or honor organization in the school.

Board Rule 2261: **HAZING**

Any initiation that interferes in any way with the proper functioning of the school program is considered hazing. Hazing is prohibited by Section 10852 of the California Education Code:

"10852. No student, or other person in attendance at any public, private, parochial, or military school, college, or other educational institution shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades or disgraces, or tends to injure, degrade, or disgrace any fellow student or person attending the institution. . ."

Board Rule 2262: **SCHOOL-SPONSORED CLUBS IN JUNIOR AND SENIOR HIGH SCHOOLS**

The Superintendent shall establish regulations for the operation of school-sponsored clubs which shall operate for the welfare and the best interest of the students and the school. School-sponsored clubs are those directly under the control of school authorities. Such clubs shall not be associated with or sponsored by any political or religious organization, or by any organization which denies membership on the basis of race, color, creed, or political belief.

Regulation 2262-1: Every school club shall be sponsored by a member of the faculty approved by the principal of the school. Every organization must have the approval of the sponsor in advance for the time and place of all meetings and all social and athletic events and other activities of the organization. All meetings shall be held on campus, and the sponsor shall be present throughout such meetings. All other activities held outside the school or off campus must have the approval of the principal. A sponsor, or substitute sponsor approved by the principal, shall be present throughout all activities.

Regulation 2262-2: Every school-sponsored club shall have a constitution approved by the Student Council and by the principal of the school. Such constitution shall be kept on file in the school office.

a. The constitution shall contain a statement that all members must be students who are presently enrolled in the school of sponsorship.

b. The constitution shall contain qualifications for membership. Such qualifications shall not deny membership because of race, color, creed, or political beliefs.

c. The constitution shall contain a statement of the purposes of the club. The purposes shall not be contrary to the welfare or best interest of the students or the school, or in conflict with the authority or responsibilities of the Board of Education and its employees.

d. The constitution shall contain a statement that there is no affiliation with any non-school club, any political or religious organization, or with any organization which denies members on the basis of race, color, creed, or political belief.

e. The constitution shall provide that the collection or dispersal of school-sponsored club funds shall be in accordance with the regulations set forth by the Student Activities Branch.

f. The constitution shall provide that speakers who are neither members of the student body, faculty, or administration of the school of sponsorship must have the approval of the sponsor and the principal, in accordance with the Administrative Guide, prior to addressing any meeting.

g. Every club shall act only in accordance with its constitution, and shall abide by all rules and regulations of the school district and the school.

Regulation 2262-3: Every school club, organization, or activity formed to foster the values inherent in ethnic cultures in an effort to recognize ethnic contributions to the American way of life shall promote a policy of open membership in line with the Los Angeles City Board of Education policy on integration.

Regulation 2262-4: Authorization to conduct activities as an organization recognized by the school administration may be denied or revoked if:

a. the organization participates in, advocates, aids, or knowingly permits conduct by its members or others subject to its direction or control, which is contrary to the welfare or best interests of the students or the school, or which is in conflict with the authority or responsibility of the Board or any of its officials or employees;

b. the organization participates in, advocates, aids, or knowingly permits activities, by its members or others subject to its direction or control, which are not authorized by the constitution of the organization which has been approved by the Student Council and the principal of the school;

c. the organization fails to comply with any Board Rules or Administrative Regulations.

Regulation 2262-5: Examples of activities which are contrary to the welfare and the best interest of the students and the school, include but are not limited to the following:

a. obstructing or disrupting any authorized activity conducted under the authority of the Board of Education or its employees;

b. discriminating or advocating discrimination on the basis of race, religion, or political belief in the conduct of any of its activities;

c. conducting activities that evidence intent on the part of the club to conflict with school-sponsored events or with the proper functioning of the regular school program;

d. hazing on or off the school grounds or at school-sponsored events.

e. wearing of sweaters, jackets, or other uniform dress on campus tending to identify the pupils as members of non-school clubs may be considered contrary to the best interest of the other members of the student body;

f. using force, violence, threat, intimidation, extortion, or coercion to obstruct any school officials in the performance of their duties;

g. preventing a student, teacher, or other school authorities from attending class;

h. obstructing or disrupting the educational program of the school;

i. entering or using in any unauthorized manner any school facilities, including buildings, grounds, and equipment;

j. failing to comply with directions of police or any other law enforcement officers while they are acting in the performance of their duties on the school grounds.

Board Rule 2263: **NON-SCHOOL CLUBS IN JUNIOR AND SENIOR HIGH SCHOOLS**

Clubs which do not qualify as school-sponsored clubs are considered to be non-school clubs and normally beyond the jurisdiction of school authorities. Any club or oganization not directly under control of school authorities shall be deemed to be a non-school club. Non-school clubs may not conduct their activities on campus without express authority of the governing board, nor may they use the name of the school. If, however, these clubs conduct activities contrary to the welfare and the best interests of the students and the school or reflect unfavorably on the reputation of the school, the pupils participating in such activities may be subject to the penalties as prescribed in Rule 2260.

Regulation 2263-1: Examples of activities which are contrary to the welfare and the best interest of the students and the school and which reflect unfavorably on the reputation of the school include but are not limited to those activities set forth in Regulation 2262-5.

Regulation 2263-2: No emblems, other than school athletic letters and emblems of school-sponsored clubs, may be worn on campus.

Board Rule 2265: **ESTABLISHING CONTROLS – ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS.**

The superintendent shall establish methods of control of pupil behavior.

Regulation 2265-5: Referrals to Offices. Principals shall establish specific procedures to be followed by teachers when the behavior of a pupil indicates the need of assistance in developing adequate self-control. Teachers may refer pupil to principal when necessary

Since consistency in disciplinary standards throughout the individual school is essential, principals are requested to review and discuss rules, regulations, procedures, and problems with their faculties at least once each school year.

Regulation 2265-6: Program Adjustment. The class schedule of the school shall be flexible enough so that consideration may be given to improving the behavior of a pupil through adjustments in the daily program, such as assignment to classes with selected teachers or subject matter, remedial classes, social adjustment classes, a special homeroom, a shortened day, work experience, demotion or acceleration.

Regulation 2265-7: Detention of Pupils as Punishment. No pupil shall be required to remain in the classroom during the intermission at noon, or during any recess. All pupils shall be required to leave the school rooms at recess, unless it would occasion an exposure to health, in accordance with requirements of the California Administrative Code (Title V, Sec. 21). Detention after school hours is considered an appropriate means of punishment (Title 5, Sec. 22).

Regulation 2265-8: Transfers for Social Adjustment. Transfers to regular schools should follow regular permit procedures. Transfers to special or welfare schools must follow procedures as outlined in official bulletins.

Board Rule 2267: **COMPULSORY TERMINATION OF ENROLLMENT**

The practice of the Los Angeles City Schools will be to exert every possible influence to encourage sixteen- and seventeen-year-old pupils to remain in full-time school and to meet reasonable standards of attendance and scholarship. If these pupils fail to meet such standards and a decision by the principal has been made to terminate the pupil's enrollment, the following measures shall be taken:

a. Personal interview with the parent or guardian by the principal or vice-principal.

b. If such an interview is not feasible, the assistant supervisor of attendance should contact the home.

c. An official letter by United States mail shall be sent to parents or guardian stating the reason for the final separation from school.

Such termination of enrollment is subject to prior approval of the Superintendent.

Reinstatement of Pupils Whose Enrollment Has Been Terminated. Any pupil whose enrollment has been so terminated may, upon evidence of improved attitude, petition the principal for reinstatement. Such reinstatement shall become effective at the beginning of a subsequent semester. Such reinstatements shall be reported to the Superintendent.

Board Rule 2282:

SUSPENSION – ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS

a. Suspension – Elementary Schools. No pupil shall be suspended from an elementary school for more than two consecutive weeks (Ed. Code, Sec. 10607). Only a principal, vice-principal, or some other administrative authority designated by the Superintendent, may suspend a pupil.

b. Suspension – Junior and Senior High Schools. No pupil shall be suspended from a junior or senior high school for more than the duration of the current semester (Ed. Code, Sec. 10607). Only a principal, vice-principal, or some other administrative authority designated by the Superintendent, may suspend a pupil.

If such suspension is to be of more than two weeks' duration, approval of the Superintendent in charge of the school must be obtained.

c. Report to Board. All suspensions shall be reported to the Board.

Regulation 2282-1:

Suspensions may be used to enable the school officials to investigate the situation and to contact the parents for the purpose of securing their cooperation. Suspension is used also as a means of relieving the tension in the student body due to the serious infraction of pupil behavior standards.

In each case of suspension the principal, vice-principal, or some other administrative authority designated by the Superintendent shall notify by mail the parents of the pupil, setting forth the reason or reasons for this suspension. In no instance shall a pupil be released during the regular hours that school is in session unless the parent or a designated adult has been notified. The superintendent of the division concerned shall also be notified promptly of all suspensions.

Board Rule 2283:

EXPULSION – ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS

The Board shall consider the expulsion of a pupil upon the recommendation of the Superintendent. Pending the decision of the Board, the following procedure will apply:

When an expulsion of a pupil is being considered, the principal of the school shall organize the evidence and then confer with his assistant superintendent prior to notifying the parents of the contemplated expulsion. If it is determined that a pupil is to be recommended for expulsion, the principal shall first suspend the pupil, but not for more than two consecutive weeks, and notify the parents by a registered letter with "Return Receipt Requested." The letter shall inform the parents that the pupil is being suspended and that a recommendation is being made to the Superintendent that the pupil be expelled from school. The immediate cause for the pupil's

suspension and the other reasons for recommending the expulsion shall be included in the letter. Copies of the letter shall be sent to the assistant superintendent in charge of the school and to the director of the Child Welfare and Attendance Branch.

Regulation 2283-1: In addition, the following information, in cases pertaining to boys, shall be sent to the supervisor of Boys' Welfare; or, in cases of girls, to the supervisor of Girls' Welfare, Child Welfare and Attendance Branch:

a. All data relating to the pupil contained in the school files, including cumulative records, health records, attendance records, reports from teachers, and all other information which pertains to the case.

b. A detailed chronological report of the pupil's record of specific instances of misconduct and remedial measures taken in his behalf, with dates, places, and witnesses. The statement of remedial measures should include pupil conferences, conferences with parents, staff conferences, attendance area conferences, social adjustment transfers to another school, and other pertinent data.

c. The supervisor of Boys' or Girls' Welfare will organize all information, write the report to the Board and refer the case to the proper assistant and associate superintendents for recommendation to the Superintendent and the governing board.

Board Rule 2285: **REINSTATEMENT OF PUPILS WHO HAVE BEEN EXPELLED – ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS**

Except as provided in Ed. Code, Sec. 10608, any pupil who has been expelled from school may be readmitted only by action of the Los Angeles City Board of Education upon the recommendation of the Superintendent.

This recommendation shall be predicated upon information furnished to the Superintendent showing that the expelled pupil has so conducted himself for a period of at least one semester that he merits the review of his case and is worthy of reinstatement in the public schools.

The Child Welfare and Attendance Branch shall be responsible for securing reports from the following sources:

a. From the pupils' probation officer, if any, showing that said pupil has earned a reinstatement as is evidenced by a good citizenship record.

b. From an adult person of good standing who is not a relative of the pupil but who resides in the same neighborhood and knows that said pupil has a good citizenship record and is worthy of reinstatement.

c. From the assistant supervisor of attendance, who will have investigated the facts of the case, who knows that pupil, and who is willing to recommend reinstatement in the public schools.

Regulation 2360-23: **SMOKING**

a. Administrative Responsibility. It shall be the responsibility of each school administrator to enforce the rules, regulations, and laws pertaining to smoking on school premises as set forth in the Education Code, the California Administrative Code, Title 5, and the Los Angeles City and County Fire Ordinances.

Regulation 2365-9: **PUPIL CONDUCT TO AND FROM SCHOOL**

a. Teacher. Every teacher shall hold pupils to a strict account for their conduct on the way to and from school. (Excerpt from California Education Code.)

b. Teacher Authority. Teachers shall have authority to instruct the pupils to come directly to school and to return directly home after the regular school day, to take safe routes, and to conduct themselves properly.

(Interpretations by County Counsel, of Section 13557 of the Education Code.)

Regulation 2365-19: **LEAVING SCHOOL PREMISES ON SCHOOL ACTIVITY (SECONDARY LEVEL)**

a. Procedure. Students leaving school premises in order to participate in off-campus school activities shall use the procedures set forth by the school administrator, which shall include:

1. Filling out an application as provided by the administrator.

2. Receiving written permission from school official designated by the administrator.

3. Having in their possession written permission from a parent or legal guardian.

b. Off-Campus Activity List. A list of approved off-campus activities should be maintained for reference by each school. College activities are excepted.

Board Rule 2502: **AUTHORIZATION FOR STUDENT BODY ORGANIZATIONS**

Student body organizations are authorized within the public schools of the Los Angeles City School Districts including the Junior College District, subject to the approval, control and regulation by the Board of Education. Any such organization shall have as its purpose the conduct of activities on behalf of the students. Such activities, however, shall not conflict with the authority or responsibility of the Board or its officials, and shall be subject to Board approval, or approval of the Student Activities Branch of the Auxiliary Services Division as provided in these rules.

Board Rule 2503: **USE OF SCHOOL PREMISES AND EQUIPMENT**

Any student body organization may be granted the use of school premises and properties without charge, subject to the Board's policies, rules, and regulations.

Board Rule 2515: **STUDENT ACTIVITIES BRANCH PUBLICATIONS**

The Student Activities Branch is authorized to issue publications and bulletins for each educational level implementing the Board's policies, rules, regulations, and procedures relating to student body financial activities. Four publications are presently available.

"Policies Governing Elementary Student Body and/or PTA Finance"

"Policies Governing Secondary Student Body Finance"

"Policies Governing Associated Students Finance in Junior Colleges"

"Policies Governing Adult School Student Body Finance"

These publications carry in detail instructions and policies for the administration of student body financial activities at the school level under the direction of the administrator in charge.

Board Rule 2519: **APPROVED SPECIFIC SOURCES OF FUNDS**

Projects for the raising of funds shall contribute to the educational experience of pupils and shall not conflict with the instructional program. The specific sources from which funds may be derived by student body organizations shall be subject to the approval of the Student Activities Branch and to the procedures and authorization requirements established by such Branch.

Board Rule 2530: **LIMITATIONS ON SURPLUS AND RESERVES**

The Student Activities Branch shall prescribe the limitations on surplus and project reserves which may be held by student body organizations.

Board Rule 2531: **EXPENDITURE OF STUDENT BODY FUNDS**

Expenditure of student body funds shall in general be governed by the following principles:

That funds accumulated be spent during the school life of the students earning them;

That the basic purpose of such funds is to promote the general welfare and morale of the students and to benefit them as a whole;

That funds derived from the student body as a whole shall be so expended as to be of direct benefit to the entire student body;

That except in elementary schools and adult schools, student representation shall be required in the management of such funds; and

That such funds shall be managed in accordance with the best business practices, including sound budgetary and accounting procedures.

The specific purposes for which student body funds may be expended shall be supervised by the Student Activities Branch which may establish authorization requirements relating thereto.

Board Rule 2532: **RESPONSIBILITY FOR EXPENDITURES BY STUDENTS AND BOARD OF EDUCATION EMPLOYEES**

The student body or associated students of any school or junior college shall not be responsible or obligated for the payment of any expenditures made by a student or teacher, or by any other employee of the Board of Education who has not first received proper written authority.

Board Rule 2544: **STUDENT BODY CONTRACTS**

The Student Activities Branch may prescribe the requirements relating to contracts which may be entered into by student body organizations.

Board Rule 2545: **LOAN OR DONATION OF STUDENT BODY FUNDS**

The loan or donation of student body funds shall be governed by the following requirements:

Student body funds shall not be used for any purpose which represents an accommodation, loan, or credit to Board of Education employees or persons other than pupils. Emergency loans or credits for lunches, carfare, and like items may be made to pupils at the discretion of the principal or director. Board of Education employees or others may not make purchases through a student body for the purpose of deriving advantage of the student body purchasing privilege.

Board Rule 2551: **AUDIT OF STUDENT BODY FUNDS**

Student body books and financial procedures are subject to periodic audits by the Auditing Section of the Controlling Division. Audit reports concerning deviations from policies may be referred to the principal, the director, the appropriate operating superintendent, and the Student Activities Branch. Audits may also be made by contract auditors employed by the Board, the Grand Jury, the State or County.

Board Rule 2561: **PAY ENTERTAINMENTS**

Pay entertainments held on school premises, where students are involved as entertainers, as ticket sellers, or in any other active way, are considered school functions. School functions are sponsored by the student body, a class, a school club, or the faculty. They may also be cooperative activities jointly sponsored by the student body and the PTA.

Regulation 2561-1: All school functions shall be under the immediate supervision of the principal of the school or a teacher assigned by the principal to have charge of such activities.

Regulation 2561-3: **RESTRICTIONS**

a. At all educational levels:

1. Programs for school entertainments shall avoid anything offensive, embarrassing or belittling to individuals, sects, or races. (Minstrel shows in blackface are not approved.)

2. Programs with stories told in dialect or comedy element provided by characters who mimic a stammerer are contrary to democratic procedure and entirely out of sympathy with the mental hygiene and speech correction program in our schools and with the policy of the State Department of Education.

3. Plays, stories, and other copyright publications shall not be dramatized without permission of the author or his agent.

Board Rule 2752: **THE FLAG**

The Superintendent shall establish procedures with regard to flag activities to the end that all pupils will acquire respect and understanding of the flag and a knowledge of correct and dignified flag etiquette.

Board Rule 2753: **PLEDGE OF ALLEGIANCE**

There shall be a daily pledge of allegiance to the Flag of the United States in each Los Angeles Public School. (California Administrative Code, Sec. 73.5 of Title 5.)

Regulation 2753-1: In schools having a daily flag-raising ceremony, the pledge of allegiance may be given in conjunction with the ceremony.

In schools having no daily flag-raising ceremony the pledge may be given in the first class of the day, or in the home room at the discretion of the administrator.

Board Rule 3032: **EXAMINATION BASIS OF EMPLOYMENT IN CERTIFICATED POSITIONS**

a. Employment in certificated positions shall, in general, be on the basis of competitive examination. Such examination shall be prescribed and conducted by the Personnel Division.

b. The relative merit and rating of each applicant for a certificated entrance-level position shall be determined by:

1. General written examination (when so designated by the Personnel Division);

2. General oral examination;

3. Technical examination (when so designated by the Personnel Division);

4. Information gained from data contained on his application blanks, including the evaluation of his academic record and experience; and

5. Recommendations from applicant's references (adopted 4-24-69).

A34: PERFORMANCE REPORTS FOR CERTIFICATED NONPERMANENT EMPLOYEES

1. TIME OF RATING

Monthly rate conditional, probationary, provisional, qualifying, intern, limited, and long term substitute employees should be rated each December 15 and April 15.

4. PROCEDURE

a. During the period from the opening of school to December 15 and from the beginning of the second semester to April 15, the person responsible for the rating should hold at least one formal conference with each employee to be rated.

5. DISMISSALS AND RETURNS

Dismissals because of unsatisfactory service and returns to former division because of failure to meet probationary standards which are to be effective at the end of the school year must be based upon notices served prior to January 1 of that school year.

A101: PERFORMANCE REPORTS FOR MONTHLY RATE CERTIFICATED EMPLOYEES

1. PURPOSE

Performance reports provide the basis for the assistance, retention, transfer, reduction, or dismissal of employees.

The selection of personnel for the Los Angeles City School Districts is a cooperative responsibility of the Personnel Division and the operating divisions. The first part of the selective process is the examination or evaluation conducted by the Personnel Division. The second part is (1) the probationary period for probationary employees, (2) the contract period for conditional and provisional employees, (3) the service period for substitute or temporary employees, or (4) the qualifying period for permanent employees serving in a different tenure area.

Performance reports summarize this second part of the selective process.

INSTRUCTIONAL GUIDE FOR JOURNALISM 1, SENIOR HIGH SCHOOLS[1]

PAGE 129: CLARIFYING "FREEDOM OF THE SCHOOL PRESS"

Since freedom of the press is guaranteed by the Constitution of the United States, journalism students often believe that they should be permitted to print whatever they choose in the school newspaper. The following statements may help to avoid such a misunderstanding.

Freedom of the press is guaranteed by both federal and state constitutions. It is restricted only in those circumstances when it impairs the government's other responsibilities of protecting the welfare and safety of the people. The government is not even concerned with libelous material unless, as in the case of criminal libel, its publication endangers public welfare and safety. Freedom of the press pertains to freedom to publish but does not concern the privilege of an author to have whatever he writes printed. Reporters do not have freedom of the press in this sense; neither do editors. As newspaper employees, they must leave this judgment to their employer, the publisher. Freedom of the press, then, as a guarantee, applies to the publisher.

A school newspaper editor is not a publisher. Neither he nor any member of his staff has the unrestricted right to publish anything he wishes. Although most advisers and administrators extend a high degree of freedom to the staff, they still must, and rightfully so, retain the authority to censor when necessary. Because most high school newspapers are financed and published by the student body, it might seem that the student body is the publisher and should have control of their content. However, the newspapers are prepared through journalism laboratory activities as part of the regular school curriculum. The activities of the classes are the responsibility of the principal and the school system. The journalism teacher, as staff adviser, is the principal's representative and is charged with maintenance of the standards which have been established. It is his duty to review material for publication and make decisions regarding its appropriateness. In occasionally exercising censorship, the adviser actually is protecting the students' privilege to produce a newspaper.

[1] *Instructional Guide for Journalism 1* (Los Angeles City Schools: Pub. No. X-53, 1965), p. 129

BULLETIN: FREE MATERIALS AND FILMS FOR PUPIL USE

Division of Instructional Planning and Services
Bulletin No. Gen. 12

FREE MATERIALS FOR PUPIL USE

Basic Policy

Principals are requested to call to the attention of their faculties *annually* the existing policies concerning free materials for pupil use. The basic policy is contained in the Comprehensive Policy adopted by the Board of Education and issued as Superintendent's Bulletin No. 18 on April 9, 1953. The policy was reprinted in the 1961 Revision of *Point of View* (Publication No. 470) on page 53.

Pursuant with this policy, a representative committee of teachers, supervisors, and administrators organized by the Division of Instructional Planning and Services evaluates free materials for pupil use in accordance with the established criteria. This committee approves free material when it

. . . .is of value in the educational program

. . . .is appropriate to the course of study

. . . .is significantly different from material already available

. . . .is supplementary material to be used by and with pupils rather than as an instructional guide

. . . .is impartial and factual

. . . .is non-sectarian, non-partisan, and unbiased

. . . .is free from undesirable propaganda

. . . .is free from excessive or objectionable advertising

The Free Materials Committee is not concerned with those materials which are used only by teachers for their own background and are not circulated to pupils.

FREE MATERIALS FOR PUPIL USE (OTHER THAN FILMS)

Unsolicited free material which is offered for general distribution to schools or teachers for classroom use must be processed by the Free Materials Committee.

When offered to an individual school or teacher for classroom use, unsolicited free material may be processed in one of the following ways:

1. The principal may approve the free material for pupil use when it meets all the established criteria used by the Free Materials Committee.

2. The principal may withhold approval pending an evaluation of the material by the Free Materials Committee.

3. Requests from the community to individual schools for distribution of materials on campus may also be processed in the above way.

4. Requests from the community for distribution of materials to a number of schools should be routed through the Elementary or Secondary Division office to the appropriate Free Materials Committee for approval.

5. Administrators are requested to forward to the Director, Elementary Curriculum or to the Director, Secondary Curriculum (as appropriate) one copy of any free pupil material approved by them for distribution on a particular campus.

When teachers take the initiative in obtaining materials for supplementary classroom use, the materials must be approved by the principal.

Care must be exercised to avoid unreasonable demands on the part of the teachers or pupils in requesting free materials from governmental or private agencies. Such agencies have asked that requests be realistic in terms of number of contacts and quantities of copies. Individual pupils should be discouraged from writing for free materials.

FREE FILMS FOR PUPIL USE

The Division of Educational Services has the responsibility to ascertain the source of funds, the sponsoring organization, the producer, and the editor of any free film offered for pupil use in order to identify the point of view of the film and to evaluate it for propaganda content. Therefore, all films offered without charge for viewing by pupils shall be submitted to the Audio-Visual Section, Educational Communications and Media Branch, for review by a committee of teachers, supervisors and administrators.

COURT CASES

The Superintendent's Committee on Student Rights and Responsibilities recognizes that many court cases have a bearing on statements made in this handbook as well as on statutes, rules, and regulations that have been cited. However, because court decisions affecting youth and public education are now changing so rapidly, and because litigation in this area is so great, it was concluded that an accurate and complete citation of relevant court decisions was beyond the scope of this publication.